Pre-Deployment Guide

(Version 6)

December 2018
# Table of Contents

I. **INTRODUCTION** .......................................................................................................................... 4
   - The Civilian Deployment Experience ........................................................................................ 4
   - Contact Listing .......................................................................................................................... 4
   - Your Local Resource Team ........................................................................................................ 5
   - US CENTCOM DoD-EC Program Office Contacts ..................................................................... 5
   - Timeline & Checklist Items for Pre-Deployment ........................................................................ 5

II. **JKO Access Registration** ........................................................................................................... 7
    - Technical tips ........................................................................................................................ 7

III. **CREDENTIALS** .......................................................................................................................... 8
    - “No-Fee” Passport ................................................................................................................... 8
    - Visit your installation or local passport office ........................................................................ 8
    - In Possession of a “No-fee” Official Passport ......................................................................... 8
    - Tourist Passport ...................................................................................................................... 8
    - OCONUS CAC Card ................................................................................................................ 8
    - Resources .................................................................................................................................. 9

IV. **MEDICAL AND DENTAL CLEARANCE** .................................................................................. 10
    - MEDICAL --ENGAGE EARLY ................................................................................................. 10
    - WAIVERS ................................................................................................................................ 11
    - Medical Resources .................................................................................................................. 11

V. **ONLINE TRAINING** .................................................................................................................... 12
    - Training Certificates ............................................................................................................... 12
    - AKO Website - Access ............................................................................................................. 12

VI. **ISOPREP – PERSONNEL RECOVER-ISOLATED PERSONNEL REPORT** ................................. 13
    - ISOPREP PROCESS .................................................................................................................. 13
    - PRMS Manager Validation ....................................................................................................... 13
    - General tips for ISOPREP ......................................................................................................... 15
    - Photograph Requirements ....................................................................................................... 15
    - Technical tips ......................................................................................................................... 15
    - Example of Step One ISOPREP Certificate ............................................................................ 13

VII. **DEPLOYMENT ORDERS** .......................................................................................................... 16
    - Important Things to Know ...................................................................................................... 16
    - Customer Identification Codes (CIC Code) ............................................................................ 18
    - Recommend for Defense Travel System Users ....................................................................... 18

VIII. **TRAVEL & HOTEL INFORMATION** ....................................................................................... 21
I. INTRODUCTION

Congratulations and welcome to the DoD Expeditionary Civilian (DoD-EC) program supporting the CENTCOM AOR! You have reached the second part of your deployment. Keeping track of each part of the whole process and managing actions for each will lead to a successful deployment. You will spend the next few months getting ready to deploy. There are number tasks to complete before you arrive in theater. This guide should provide you with a comprehensive description of the required activities, forms, and training that must be completed in order to deploy.

Throughout the process, you can contact your DoD-EC processor with questions or concerns in order to transition as smoothly as possible.

Reporting delays in excess of 45 days to the assigned Report No Later Than date (RNLT) may result in cancellation of deployment. Please contact your DoD-EC processor as soon as possible if ANY concerns arise for meeting the assigned RNLT date.

The Civilian Deployment Experience
The following link for Department of Defense’s International/Expeditionary Policy Office. This is a great resource for deployers and their leadership.

http://www.cpms.osd.mil/expeditionary/home.html

Contact Listing
There are plenty of pre-deployment actions and getting them done in a timely manner is key to your success. Leverage your resources to help understand and assistance in your pre-deployment activities. Each DoD
service, component, agency or field activity will have their own subject matter experts. We recommend you become acquainted with contacts in the following sections. We have provided entry space for each below:

Your Local Resource Team - Record your team information

- Organization Administration Office
  Name:_____________________ Phone/Email:________________________
- Human Resources Office
  Name:_____________________ Phone/Email:________________________
- Civilian Payroll Office
  Name:_____________________ Phone/Email:________________________
- Travel Office
  Name:_____________________ Phone/Email:________________________
- Agency DoD-EC Office (if applicable)
  Name:_____________________ Phone/Email:________________________
- Personnel Readiness Office
  Name:_____________________ Phone/Email:________________________

US CENTCOM DoD-EC Program Office Contact

  Email: centcom.macdill.centcom-hq.mbx.ccj3-cew@mail.mil

Timeline & Checklist Items for Pre-Deployment

All deploying civilians participating in the DoD-EC Program will:
- Obtain Access to DoD-EC and JKO training sites
- Complete medical, dental, vision and immunizations screening – provide completed documentation to Camp Atterbury Joint Maneuver Training Center (CAJMTC) clinic 30 days prior to CRC start date
- Obtain a “no-fee” official passport
- Complete required forms and documents (ISOPREP, DD93, etc.) provide completed documentation to CAJMTC 30 days prior to CRC start date
- Complete online training (approximately 40 + hours)
- Attend residential training, Camp Atterbury (CA) or as designated
- Coordinate travel/hotel arrangements
- Coordinate & obtain deployment orders in DTS
- Coordinate personnel actions with servicing Human Resources Office

Appendix C: The DoD-EC pre-deployment Checklist is a comprehensive checklist to accomplish pre-deployment requirements. Please be sure to follow the guidance and complete the requirements on the Camp Atterbury medical checklist. In most instances there will be some duplication in pre-deployment actions. The overall goal is to ensure DoD-EC requirements AND your organization requirements are met. Problems or questions call or email the Camp Atterbury medical team.
- Be Medically “Screened” by Camp Atterbury
- Complete Online & JKO Training

- Schedule Med/Dental/Vision & Immunizations — **Appointments must be NET 90 days prior to CRC**
- Schedule with Passport Office “no-fee” passport Application
- Complete Arming Packet (if applicable)

- Selection & Notification
- “Acceptance” Email
- DoD-EC Site Enrollment
- JKO Training Enrollment

- Complete ISOPREP
- Applicable Forms
- Provide medical records to CAJMTC

- TDY/CE D Orders thru Home Station
- Confirm IND & BWI Travel
- OCONUS CAC (Deployment +45 days)
II. JKO Access Registration

**Joint Knowledge Online (JKO):** [http://jko.jfcom.mil/](http://jko.jfcom.mil/)

a) On the main page, select “Enter JKO.”
b) After page refreshes, select “CAC Login – Login in using my CAC”
c) Be sure to use your email CAC certificate when prompted.
d) Training for deployment.
e) JKO Helpdesk: JKO Help Desk: Monday - Friday 24 hours a day support.
   jkohelpdesk@jten.mil or COMM: 757-203-5654, DSN: 668-5654

**Technical tips**

- Close all Internet Explorer browsers; open only one browser from a .mil domain to complete.
- Clear your Temporary Internet Files, Cookies, and Form Data (Tools>Internet Options>Delete Browsing History)
- Internet Options select the Content tab and then Clear SSL State.
- Ensure your computer system has the latest security certificates
III. CREDENTIALS

“No-Fee” Passport
Department of Defense Deployers participating in the DoD Expeditionary Civilian (DoD-EC) program under USCENTCOM may require specific credentials depending on country and activities in theater. Such as a “no-fee” Official Passport as a Deployer of the U. S. government travelling abroad for official duties.

Visit your installation or local passport office
In person with a copy your offer. Although a location is designated in the offer, the passport requirement is for travel throughout CENTCOM Area of Responsibility (AOR). Your deployment is based upon mission capabilities and not location. Per the Foreign Clearance Guide, DoD civilians are eligible for a no-fee passport based on the Western Hemisphere Travel Initiative (WHTI) requirement to re-enter the US with a passport. Be persistent!

Only a very limited number of deployers require a VISA. Confirm with the passport office for appropriate credentials required.

In Possession of a “No-fee” Official Passport
It must;
- Expire 180 days after the end of your project deployment date; and
- Your name on the passport MUST match your Common Access Card (CAC).

Tourist Passport
Recommend that you also obtain and carry a “Tourist” Passport (blue cover). The cost of this passport will be at your own expense.

OCONUS CAC Card
Once in receipt of TDY/CED orders you have a window of opportunity to obtain and overseas CAC card at your home station. Please make every effort to get this done prior to your departure. The CAC card will be issued during your training at Camp Atterbury if you are unable to obtain before leaving home station. All Deployed civilians will receive an Overseas CAC for the duration of the deployment plus 30 calendar days (for travel).

Schedule and work with your local DEERS/RAPIDS processing site. The below link is also helpful in locating a local DEERS/RAPIDS office near your location:
- https://www.dmdc.osd.mil/rsl/appj/site

Confirm with that office what information or documentation must be brought to the appointment, such as;
- Copy of your Orders
- DD Form 2365 (see note below)
- Two forms of ID such as
  - Current CAC Card
  - Driver’s License
  - Passport
- Government NIPR (unclassified) email address
At the appointment please ensure The RAPIDS operator:

- ADDs a “condition” of OCONUS-Emergency Essential Only *(This will enact the Geneva conventions required for travel)*.
- There needs to be 30 calendar days added to timeframe listed on the orders for the card. (A 395 day travel order will have a CAC card cut for 425 days).

**Note on DD-2365 (dated Aug 2017)**

Since your permanent position of record becomes an "Emergency Essential" position until you return from deployment, complete Form DD-2365, Emergency Essential Position Agreement, based on your permanent position and parent command.

**Section A**

(1) Self-Explanatory

**Section B**

(2) Parent Command Organization
(3) Your position description number shown in block 15 of your most recent Notification of Personnel Action, SF-50.
(4) Permanent position of record job title shown in block 15 of your most recent SF-50.
(5) Shown in block 16 of your most recent SF-50.
(6) Shown in block 17 of your most recent SF-50.
(7) Shown in block 18 of your most recent SF-50.

**Section C**

(8) Select E-E
(9) Completed by your current supervisor of record

**Section D**

(10) Self-Explanatory

**Resources:**

**DoD Electronic Foreign Clearance Guide**  Left Navigation bar, select Africa and Southwest Asia for country.

**U.S. Dept. of State, Special Issuance Agency**  US Passport & International Travel

**Where To Apply**  Find a passport office nearby

**DS-11**  Application for a U.S. Passport (for all first-time applicants, all minors, and applicants who are not eligible to use the DS-82)

**DS-82**  U.S. Passport Renewal Application for Eligible Individuals

**Military Installations**  As a DoD Civilian, it is possible to request the Military Passport Office for assistance in obtaining a “No-Fee” Official Passport.

**Camp Atterbury**  The Passport Agent can forward to you if you are already in training.

**MAIL TO:**  Camp Atterbury  
ATTN: (YOUR NAME) C/O DoD-EC  
647 Gatling St  
Edinburgh, IN 46124.
IV. MEDICAL AND DENTAL CLEARANCE

All Department of Defense Deployers participating in the DoD-Expeditionary Civilian (DoD-EC) program under US CENTCOM MUST be medically cleared for deployment. These examinations will determine your medical, psychological, and physical fitness for deployment in accordance with the USCENTCOM INDIVIDUAL PROTECTION AND INDIVIDUAL-UNIT DEPLOYMENT POLICY, Modification 13; commonly referred to as “MOD 13” and “MOD 13-Tab A.”

While some health conditions may be waived, some cannot. The medical clearance process evaluates your health status to ensure you are medically fit to do your job in a contingency environment. Be open and honest about your health, history and/or medical conditions. Don’t run the risk of being sent home or medically evacuated from theater.

All medical, dental, vision, and hearing examinations, lab tests/results and immunizations must occur and be completed within **90 calendar days of the deployment report date**. Imperative to take action to schedule appointments if you are within the 90 day window. This is the most time intensive requirement of pre-deployment. Without being medically cleared by Camp Atterbury Provider, you cannot deploy.

MEDICAL --ENGAGE EARLY

Please engage with the medical processing as early as possible. The **Camp Atterbury Joint Maneuver Training Center (CAJMTC)** is the only office that can medically clear you if you go through Camp Atterbury for training. It is your responsibility to provide Camp Atterbury Medical Team with all documents prior to your arrival and your responsibility to arrive at Camp Atterbury medically ready to deploy. CAJMTC may require additional labs, tests or identify waivers needed. It is your responsibility to confirm receipt with Camp Atterbury Medical Team.

By Email: (It's recommended that you protect your file(s) with a password as you cannot encrypt to a group email or by sending encrypted to: dana.d.johnson30.ctr@mail.mil and Teresa.a.isgrigg.civ@mail.mil. In the SUBJECT Line of the email: Write your name, position number and training dates at Camp Atterbury, the word Medical and DoD-EC in the subject line. (Example: WRIGHT/123456/7-20 JUN 2016 DoD-EC MEDICAL)

**Secondary option FAX: 812-526-1178** Combine all applicable medical documents into a single set and cover with the Privacy Act Cover Sheet included at the end of this Guide. On the COVER PAGE, include your name, report date to Camp Atterbury, the words Medical and DoD-EC, and your return telephone number. (Example: John Smith, 4-14-2013, Medical, DoD-EC // FROM John Smith at tel. 222-222-2222).

Confirm Receipt: Follow up of your email or fax.

Points of Contact:
- Jon Agee, APRN Nurse Practitioner (Primary) Tel: 812-526-1499 ext. 62256
- Teresa Isgrigg, LPN Tel: 812-526-1499 ext. 61144
- Dana Johnson, Medical Liaison Tel: 812-526-1499 ext. 62957
- Brenda Chipman, Supervisory Nurse Administrator Tel: 812-526-1135
- Wendy Wood, Alt Admin Medical Specialist Tel: 812-526-1499 ext. 64862

As a DoD civilian Deployer projected for deployment, you have options for completing your pre-deployment physical: See Appendix C – Comprehensive Checklist of this pre-deployment guide will provide a listing of medical, dental and applicable health forms needed.

| Exams at the nearest Military Treatment Facility (MTF) and the Occupational Health office for your Component | OR | Exams with your private Primary Care Manager and the Occupational Health office for your Component |
Take your Offer Letter, *OF-178 Form (via email), and Appendix C – Comprehensive pre-deployment checklist of this guide with you to the appointment. *Please ensure use of the OF-178 Form that was provided to you in your Welcome Packages sent by your Force Provider that has Part B pre-filled.

**OSC-I deployers MUST** also complete **DS-6561 and DS-6570** in addition to the OF-178. E-mail the completed DS-6561 and DS-6570 to medmr@state.gov no later than 15 days prior to your CRC start date. This is a mandatory DoS requirement for all personnel working in the Embassy in Iraq.

Deployment Order are NOT REQUIRED in order to schedule a pre-deployment medical exam at an Occupational Health Clinic. Your deployment notification contains details and information about your projected deployment. Contact your Service/Agency DoD-EC POC for guidance or assistance with scheduling issues.

You also need to initiate an online medical assessment that will be finalized during your final medical exam at Camp Atterbury. The **Pre-Deployment Health Assessment** (DD-Form 2795) ([https://rc.mods.army.mil/MHA/default.aspx](https://rc.mods.army.mil/MHA/default.aspx)) is located on Army Knowledge Online (AKO) website, but you do not need an AKO account. Select “Forms” in the top center of the page to locate the PDHA (email certificate). For systems issues, contact the MHA help desk DSN 761-4976; MODS Support Team 1-888-849-4341. IF you completed your PDHA online at a Navy or Air Force Occupational Health clinic, PLEASE be sure to print off your completed assessment results and either send with your medical documents prior to arrival or hand carry them with you. Camp Atterbury medical personnel DO NOT have access to the Navy or Air Force systems to access/verify that you completed your assessment. We can only access/view assessments that were completed in the Army system. **You cannot clear medical if your PDHA has not been completed.**

DoD civilian Deployers on a Temporary Change in Duty Station or Temporary Duty assignment in support of the DoD-EC Program, and who develop physical or psychological illnesses or injuries while forward deployed in support of U.S. military forces engaged in hostilities are eligible for health care treatment and services, including routine care, at a MTF at the same level and scope provided to military personnel. Care for DoD civilians is provided at no cost to the Deployer.

**WAIVERS**

- Deployers who have a condition, as described in Central Command (CENTCOM) Modification 13, Tab A as a “condition generally precluding deployment” must have a complete waiver, signed by the appropriate service component Surgeon’s Office.
- Local MTF or CAJMTC assists with waiver submissions, ensure you coordinate with all involved until you are in receipt of a signed waiver if approved. Hand-carry a copy with you to Camp Atterbury.
- If a condition is found at CA Medical Processing that the deployer was unaware of, and it is a waiver-able condition listed in “MOD 13-Tab A,” CA Medical Staff will submit for that specific waiver on behalf of the deployer and his or her organization.

**Medical Resources**


Camp Atterbury Medical Team  
Email: ng.in.inarng.list.ajmtc-dpca-crc-medical-records@mail.mil  
Jon Agee, APR-Nurse Practitioner (Primary)  
Tel: 812-526-1499 ext. 62256  
Teresa Isgrigg, LPN  
Tel: 812-526-1499 ext. 61144  
Dana Johnson, Medical Liaison  
Tel: 812-526-1499 ext. 62957  
Brenda Chipman, Supervisory Nurse Administrator  
Tel: 812-526-1135
V. ONLINE TRAINING

All DoD Deployers participating in the DoD-EC program under US-CENTCOM, will complete approximately (40) hours of required online computer training; more commonly known as Theater Specific Individual Required Training (TSIRTs) or Computer Based Training (CBTs). Appendix C provides a list of the individual courses. The below link will give you direct access to all of the on-line training:

- [https://www.atterburymuscatatuck.in.ng.mil/Training/DoD-EC(CEWMoDA)/TSIRTRequirements.aspx](https://www.atterburymuscatatuck.in.ng.mil/Training/DoD-EC(CEWMoDA)/TSIRTRequirements.aspx)

Training Certificates

Some online courses automatically fill-in the name and dated completed on a certificate at the end of the module for printing, some allow a fillable certificate to be printed at the end and some do not have a certificate at all. For those courses without a certificate, print the last page of the course, write the title of the course, your name, signature and date completed or reviewed. Keep this pseudo-certificate with the other training certificates. The Camp Atterbury Operations Team will contact you with a POC to forward completion certificates to prior to your CRC start date. You can also forward any TSIRT Completion Certificates to the following org-box **attention to Jason Reed**: - ng.in.inrarng.list.cajmtc.dodec-predeployment@mail.mil

You will also need to hand-carry two copies of each training certificate to Camp Atterbury.

Some online training modules are packaged instruction, some are power-point slides, and some are policy memorandums. Some online materials may need to be “saved” to your desk top and then opened to view. The entire online training requirements are listed in Appendix C comprehensive pre-deployment checklist of this guide.

*All online training must be completed prior to arrival at Camp Atterbury (CA).* Training should be completed within 60 days of arrival. Training requirements are listed on the comprehensive pre-deployment checklist.

- Use your email CAC certificate;
- Ensure your computer system has the latest security certificates
- Delete browsing history
- Clear cache (under Internet Options)
- Close all extra browsers.

AKO Website - Access

Unless you have an ARMY AKO sponsor you will not gain access to this website via CAC card. DoD-EC Staff Personnel at Camp Atterbury cannot provide sponsorship on this site. All training materials can be accessed as a “guest” account. Once you are logged-in as a guest complete a “search” for the training material.
VI.  ISOPREP – PERSONNEL RECOVER-ISOLATED PERSONNEL REPORT

All DoD Deployers participating in the DoD-EC program under US-CENTCOM will complete or update a Personnel Recovery-Isolated Personnel Report (ISOPREP) in the Personnel Recovery Mission Software (PRMS) database. All personnel travelling OCONUS must complete the Pre-CONUS Travel File Program Survey (PRO-File) also known as a DD Form-1833 ISOPREP – you are completing the electronic version. Your record will include photographs.

Prior to filling out your PROFILE please ensure that you have two photos uploaded to your computer. The pictures must be color. One frontal, one right profile, and must be visible from the shoulder up to ensure the face can be easily recognized. Full body pictures are not authorized. Name and rank cannot be displayed in these photographs. Ensure that the background of your pictures is against a neutral wall. Photos need to be at least 200x200 pixels with the file size less than 200k.

**YOU MAY ACCESS FROM NIPR**
https://prmsglobal.prms.af.mil/

ACCESS FROM SIPR
https://prmsglobal.prms.af.smil.mil

***Please be sure that you are using Internet Explorer version 10 or above. ISOPREP WILL NOT work on Edge or chrome

1. You must complete the entire PRO-File in one session. You cannot save a partial PRO-File.
2. You will need to know the date you completed the SERE 100.2 Code of Conduct Training Course
3. Fields marked with * are mandatory
4. Fields marked with ~ are highly recommended
5. When finished you should obtain a copy of a PRO-Forms Certificate of Completion. If not, this FIRST step for ISOPREP is not done.

Please be sure to upload your photos first before entering data; you will find the photo section in the second section directly under the “General Information” block, click the plus sign on the left of the block to expand the section. After you are complete with uploading your two photos proceed back to the general information section and complete the entire form.

Be sure to note ALL of the + (PLUS) signs to the left of sections as you will need to click on them to expand the section so that you do not miss filling in any portion of the ISOPREP profile.

Also very important to utilize the mouse function when needed instead of hitting the enter button.

This is especially important when filling in the service Info section of the form. There will be two blocks to fill out and a brown magnifying glass; ONLY click the magnifying glass. (Again utilize the mouse.) This will take you to the Unit Selection. Go to the UIC block and type in your UIC. (If you do not know your UIC please contact your home office) Once your unit populates below double click it. This will then take you back to the form and it will have inputted your UIC information in the correct block.

Continue to fill out the form accordingly.

***Note that the last few sections are very particular in how they need to be filled out.***
50-53. Personal authentication statements. **IF YOU WERE NOTIFIED THAT CORRECTIONS NEED TO BE MADE TO THESE BLOCKS, READ ALL THE WAY THROUGH THE INSTRUCTIONS TO AVOID REPLACING ONE ERROR WITH ANOTHER.** These blocks require declarative statements, not questions and answers. They should involve easily remembered personal events or details that are not subject to change. A recovery force using statements to authenticate the individual must be able to derive a minimum of four questions from each statement.

IE. While living in Porter, Oklahoma in 1972 I had a black and tan Doberman named Crockett.
*The following questions can be derived from this statement:*
What state did you live in 1972?
What town did you live in Oklahoma?
What was your dog’s name?
What color was your dog?
What type of dog did you have?

a. These statements should be simple, declarative recollections of strong memories based upon real personal events that have occurred to the individual.
b. Do NOT invent stories that may not be remembered during an actual recovery due to the stress of the situation.
c. Do NOT use memories subject to change (i.e. My favorite ice cream is, my favorite dog is, etc.).
d. Do NOT use slang or jargon, which may not be understood by the recovery forces. If the recovery force cannot understand the statement, they cannot formulate a question.
e. Avoid referencing information, which is public knowledge or can be found in the individual’s military records.
NOTE: This includes high school and colleges that you went to, information about a child (name, birthplace, date)...anything that can be found on line, in a year book, etc. cannot be used.
f. Avoid using culturally sensitive information.
g. Avoid using information which would cause embarrassment if disclosed.
h. Avoid using information that can reasonably be considered unprofessional.

54. Authentication number: Enter an easily remembered four-digit number. This number should **not** be part of military records, derived from SSN, or public information. The authentication number must be able to produce separate questions and responses by addition, subtraction, or multiplication of the four digits. Examples of good numbers are: 8143, 6392, and 9463.
The following examples which should **NOT** be used are as follows:

a. Numbers should **NOT** repeat, i.e. 7777
b. Numbers should **NOT** repeat, i.e. 2799, 6625
c. Numbers should **NOT** be sequential, i.e. 1234, 5678
d. The number 0 (zero) can not appear anywhere in the sequence, i.e. 0354, 3054

When all blocks are completed, select save and you will receive your certificate. Ensure you receive the “all items have been saved” message. Contact the PRCC to enter your completed/reviewed date for your ISOPREP if you have just created a profile. If you are only accomplishing a review, you may update your review date on your own.
You are required to review your ISOPREP a minimum of six months prior to deployment/TDY start date.

If you have any trouble you may call PRMS global at 586-239-3701 but first please go through the above steps and try to complete.
Example of Step One ISOPREP Certificate:

General tips for ISOPREP
If you have travelled OCONUS as a DoD Deployer (MIL or CIV or CTR), you may already have created an ISOPREP record in PRMS. Consult your organization’s PRMS Manager or Deployment Manager for assistance for updating and/or reviewing your previous ISOPREP record.

If you need help or do not know who your PRMS Manager is, contact the PRMS OTS Management Office, PRMSMail@jrncp.osis.gov, commercial 586-239-3701, DSN 312-273-3701, for assistance. You will need your current organization and chain of command information so they can help identify a PRMS contact for you.

Technical tips
1. Please be sure that you are using internet explorer version 10 or above. ISOPREP WILL NOT WORK on Edge or Chrome.
2. Clear your Temporary Internet Files, Cookies, and Form Data (Tools>Internet Options>Delete Browsing History) and from the same Internet Options select the Content tab and then Clear SSL State.
4. BEGIN THE PROCESS BY UPLOADING PHOTOS FIRST. Skip your name and all the fields above “Photos,” as well as the dates the photos were taken.
5. After uploading the photos, then enter the dates your photos were taken, and proceed to complete the entire form.
6. Do not include any special characters in any fields (i.e. NA rather than N/A)
VII. DEPLOYMENT ORDERS

Orders will need to be issued for deployers participating in the DoD Expeditionary Civilian program under USCENTCOM. Either DD-Form 1610, Request or Authorization for TDY Travel of DoD Personnel or CED orders.

****(DO NOT TRAVEL TO CAMP ATTERBURY WITHOUT VALID DEPLOYMENT ORDERS. CAMP ATTERBURY “WILL NOT” ACCEPT ANY DEPLOYER IN TO THE CRC WITHOUT ORDERS – THEY WILL BE SENT HOME)****

Deployment orders are usually generated no earlier than 30 days from departure. Depending on your Service Component processing, you may either:

- create a travel authorization in the Defense Travel System (DTS), or
- administrative staff will create the travel authorization for you in DTS, or
- you will create a manual version of the DD 1610 outside of DTS, or
- Contingency, Exercise & Deployment (CED) orders will be issued to you by your Deployment Manager.

Consult your service component DoD-EC representative for assistance with deployment orders.

Important Things to Know

1. Complete Minimal DTS training. See DTS training below.
2. Follow your Service Component instructions for generating travel authorizations and orders; consult your Finance or Resource Budget Office for assistance and guidance.
3. LOCAL FUND CITE must be used – there is NO CENTRAL FUNDING. The local Finance or Resource Budget Office will provide the necessary information to capture the OCO (formerly GWOT) costs. Note: Since you are deploying as a DoD civilian Deployer, your home station/command is responsible for 100% of your salary and incremental expenses during your deployment.
4. Travel orders for TDY assignments in support of a contingency operation are the exception to the rule and can be processed for a period of more than 180 days.
5. Either the Deployer or the designated person at the parent command will prepare the TDY orders following the guidance in the pre-deployment package.
6. Depending upon how DTS was loaded at your organization, some Deployers encounter problems when utilizing DTS for their long term travel/beyond 180 days.
7. Manual orders will need to be prepared if unable to process one set of orders in DTS for any reason, i.e., long term, crossing fiscal years.
8. Travel orders should cover the ENTIRE period of the deployment, and:
   a. Begin with the date Deployer travels to Camp Atterbury in Edinburgh, Indiana.
   b. Cover a 390 day period (for a 12 month deployment) or a 300 day period (for a 9 month deployment), or 210 day period (for a 6 month deployment).
   c. Block 11, itinerary, reflect, "From: (specify Residence), To: Camp Atterbury, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), and Redeploy to BWI, Camp Atterbury IN, then Home Station." Insert into Remarks block to show full route.
9. When returning from deployment, Deployers will return through Camp Atterbury, IN for post-deployment processing. POCs:
   - Group email: ng.in.inarng.list.cajmtc-cew-mod@mil
     Anthony Miller: anthony.j.miller20.ctr@mail.mil
     Jason Reed: jason.k.reed6.ctr@mail.mil
10. Lodging and meals provided at Camp Atterbury and in theater.
11. All orders, DD-1610 or CED, MUST state Variations Authorized.
12. A copy of the CED or DD-1610 orders MUST be provided to the servicing Human Resources/Civilian Personnel Office as soon as they are completed.
13. Both CED orders and DD-1610 orders can be amended if/when corrections are necessary.
14. If the deployment crosses over one Fiscal Year to another Fiscal Year, a statement MUST be listed in the remarks: “Deployment will cross over FY## to FY##; amendment to provide updated FY## fund information will be provided when available. Total duration of TDY approximately ### days.”
Roadmap of DD Form 1610 is self-explanatory, unless otherwise stated below:

<table>
<thead>
<tr>
<th>BLOCK #</th>
<th>ENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Enter current permanent duty station, unit, agency, or command name, unit identification code and location</td>
</tr>
<tr>
<td>8</td>
<td>AA-ROUTINE TDY</td>
</tr>
<tr>
<td>9</td>
<td>DEPLOYMENT IN SPT OF DoD-EC or SPECIAL MISSION DoD-EC</td>
</tr>
<tr>
<td>10a</td>
<td>390 days (for a 12 month deployment) or 300 days (for a 9 month deployment), or 210 days (for a 6 month deployment).</td>
</tr>
<tr>
<td>10b</td>
<td>Date travel begins to Camp Atterbury</td>
</tr>
<tr>
<td>11</td>
<td>“X” Variation Authorized</td>
</tr>
<tr>
<td>11</td>
<td>&quot;From: (specify Residence), To: Indianapolis, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), &amp; Redeploy to BWI, Camp Atterbury IN, then (specify Home Station)&quot;</td>
</tr>
<tr>
<td>12</td>
<td>“X” As determined by appropriate Transportation Officer; minimum selections may include: commercial air; government air, government vehicle; advantageous to the government. (follow Service Component guidance)</td>
</tr>
</tbody>
</table>

REMARKS: Block 16 contains a variety of instructions unique to your deployment situation. Numerous conditions associated with your deployment should be noted on your travel orders, in Block 16. Following is a list of most common conditions typically addressed. The list is NOT all-inclusive – there may be unique situations that apply only to you – and some of these conditions may not apply to you.

a. Deployment Authorization Number (Position #) and Duty Location
b. Security clearance level:
   Verified by: (Add Security Manager NAME, PHONE # Commercial AND DSN)
c. Overtime and compensatory time authorized at TDY site(s) as required by deployment supervisor.
d. All salary earned during deployment is subject to income tax.
e. Cost of an official passport is reimbursable.
f. POV and rental car are not authorized at the Camp Atterbury location.
g. Taxi or shuttle to/from airport is authorized.
h. Medical care and dental care are authorized IAW service regulations; non-reimbursable care authorized at deployment site.
i. TDY is under “FIELD DUTY” conditions; Government Quarters and Mess are available and will be utilized. Lodging/meals are provided; per diem limited to incidentals rate ($3.50) only.
j. Prior to leaving Permanent Duty Station, individual must receive country brief from the Force Protection Office.
k. Exchange, commissary and MWR privileges are authorized.
l. Use of government travel card is required.
m. Claims may be submitted during the TDY period and must be submitted manually.
n. Final Travel Voucher must be submitted within 5 days of return to home station.
o. Excess baggage is authorized.
p. Duties of the position require the Deployer to be armed. (if/when applicable)
q. Deployment will cross over FY## to FY##; amendment to provide updated FY## fund information will be provided when available. Total duration of TDY approximately ### days."
r. Variations Authorized
s. Member is authorized to be armed and travel with a weapon.
Follow your Service Component instructions for generating travel authorizations and orders; consult your Finance or Resource Budget Office for assistance and guidance.

Once the deployment orders are completed, provide copies to:
- Servicing HR/Civilian Personnel Office
- Supervisor
- US CENTCOM DoD-EC
- Family Member or other trusted agent

Customer Identification Codes (CIC Code)

At a minimum, CENTCOM DoD-EC has this guidance on the use of CIC numbers on deployment orders: The CIC code is included in the fund citation; there are 15 digits of the fund citation made up the CIC. The CIC # is not always required.

For future deployments, recommend the order issuing authority, regardless of service component, contact AMC/FMFAB at Scott AFB in order to correctly put the deploying person’s CIC code on their orders prior to the deployment flight. The people in the AMC/FMFAB office work with ALL services on CIC codes.

If there are still concerns about the CIC, AMC POCs Mr. Steven “Tom” Mifflin DSN 779-2366 and Ms. Lisa Below DSN 779-2315 can help determine whether it's needed for CENTCOM DoD-EC orders. They are the final authority as they are the ones who bill for the MILAIR rotator, which is why the CIC was on the orders initially.

If the order issuing authority would prefer to figure out the CIC code without assistance from AMC/FMFAB, please have them use the applicable reference from the list below:
- DFAS-Indianapolis Manual 37-100-04, Financial Management;
- The Army Structure Fiscal Year 2004, Chapter 1, General Information, Section 16;
- TAC Air Mobility Transportation Account Code and Customer Identification Code

Recommend for Defense Travel System Users

The Defense Travel resources online include the Travel Explorer (TraX) for accessing online DTS training: [http://www.defensetravel.dod.mil/site/trax.cfm](http://www.defensetravel.dod.mil/site/trax.cfm)

Minimal DTS training, 3 modules: DTS Basic 1) About DTS, 2) DTS Travel Documents (DTS 101), and Programs & Policies, can be found on the TRAX Travel Explorer web site (CAC Access), under Training. Direct Link:
[https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=22776309&CFTOKEN=10919100#myViewStack=1](https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=22776309&CFTOKEN=10919100#myViewStack=1)

It is highly recommended that you take the following training in TraX (if you haven't already) as you prepare for your class: “DoD Travel Policies,” “About Defense Travel System (DTS),” and “DTS Travel Documents 101;” as well as “DoD Travel Card Program 101.”

For technical assistance in utilizing the DTS system to create the travel authorization / DD-1610, contact the DTS Travel Assistance Center, 24 hours a day, 7 days a week; 1-888-435-7146; web link: [http://www.defensetravel.dod.mil/site/tac.cfm](http://www.defensetravel.dod.mil/site/tac.cfm)

~Sample DD Form Next 2 Pages~
REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL

1. DATE OF REQUEST (YYYYMMDD)

2. NAME (Last, First, Middle Initial)
   XXX-XX-1111

3. SOCIAL SECURITY NUMBER
   XXX-XX-1111

4. POSITION TITLE AND GRADE/RATING

5. LOCATION OF PERMANENT DUTY STATION (PDS)
   Your current permanent duty station, unit name, unit identification code (UIC) and location.

6. ORGANIZATIONAL ELEMENT
   
7. DUTY PHONE NUMBER (Include Area Code)

8. TYPE OF AUTHORIZATION
   TDY

9. TDY PURPOSE
   DEPLOYMENT IN SPT OF CEW

10. APPROX. NO. OF TDY DAYS (Including travel time)
    390

11. PROCEED DATE (YYYYMMDD)
    20160108

12. ITINERARY
    “From: (specify Residence), To: Indianapolis, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), & Redeploy to BWI, Camp Atterbury IN, then (specify Home Station)”

13. TRANSPORTATION MODE

14. ESTIMATED COST

15. ADVANCE AUTHORIZED

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)
   LIST FULL TRAVEL IN REMARKS if FULL TRAVEL DOES NOT FIT in BLOCK 11: “From: (specify Residence), To: Indianapolis, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), & Redeploy to BWI, Camp Atterbury IN, then (specify Home Station)”
   a. Deployment Authorization Number (Position #__________) and Duty Location and Country
   b. Security clearance level.
   c. Overtime and compensatory time authorized at TDY site(s) as required by deployment supervisor.
   d. All salary earned during deployment is subject to income tax.
   e. Cost of an official passport is reimbursable.
   f. POV and rental car are not authorized at the Camp Atterbury location.
   g. Taxi or shuttle to/from airport is authorized.
   h. Medical care and dental care are authorized IAW service regulations; non-reimbursable care authorized at deployment site.

17. TRAVEL-REQUESTING OFFICIAL (Title and signature)
   Home Station Requesting Official

18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)
   Home Station Finance/Resource Certification

19. ACCOUNTING CITATION
   Home Station Fund Citations

   Deployment will cross over FY## to FY##; amendment to provide updated FY## fund information will be provided when available. Total duration of TDY approximately ### days.”

20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)
   Home Station Finance/Resource Order-Issuing Official

21. DATE ISSUED (YYYYMMDD)

22. TRAVEL AUTHORIZATION NUMBER

DD FORM 1610, MAY 2003

PREVIOUS EDITION IS OBSOLETE.
PRIVACY ACT STATEMENT
(5 U.S.C. 552a)


PRINCIPAL PURPOSE(s): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(s): None.

DISCLOSURE: Voluntary, however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. REMARKS (Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

i. TDY in accordance with conditions under “FIELD DUTY” conditions: Government Quarters and Mess are available and will be utilized. Lodging meals are provided in ADR (all meals provided) per diem limited to incidentals rate ($3.50) only.

j. Prior to leaving Permanent Duty Station, individual must receive country brief from the Force Protection Office.

k. Exchange, commissary and MWR privileges are authorized.

l. Use of government travel card is required.

m. Claims may be submitted during the TDY period and must be submitted manually.

n. Final Travel Voucher must be submitted within 5 days of return to home station.

o. Excess baggage is authorized.

p. Duties of the position require the employee to be armed. (If applicable)

q. Deployment will cross over FY## to FY##, amendment to provide updated FY## fund information will be provided when available. Total duration of TDY approximately ### days."

r. Variations Authorized

i. The traveler is entitled to DoD provided health care in theater and medical evacuation from theater at the same level and scope provided to a military member. When traveler incurs a deployment-related medical emergency, the traveler is entitled to DoD provided emergency and continuing medical care at a DoD Military Treatment Facility at the same level and scope provided to a military member. (DoD Directive 1404.10, JAN 2009)

ii. Authorized to carry government-issued weapon and ammunition when directed and permitted by the in-theater command and when properly trained in weapon familiarization. (When applicable)
**VIII. TRAVEL & HOTEL INFORMATION**

Department of Defense deployers participating in the under USCENTCOM usually includes traveling to Camp Atterbury, Indiana, to complete residential training and finish administrative deployment processing. Once you complete the residential training, then you will travel to theater and finally to deployment location.

**General Travel Routine**

From your home station you will travel to Indianapolis Airport (IND), At IND you will connect with a Camp Atterbury facilitator along with the other CENTCOM DoD-EC deployers for transportation to Camp Atterbury. After the two-week session at Camp Atterbury, you will be taken back to IND to then travel to Baltimore-Washington International (BWI) Airport. If un-armed you will travel on Saturday after training to BWI where you have an overnight stop until Sunday. If arriving armed at BWI you will travel on Sunday, you will not need a hotel overnight. At BWI you will connect with the MILAIR rotator that will take you into theater. Please note that a 3-5 day delay in Kuwait is typical while waiting for your follow-on flight to your final deployment destination.

**Stateside Travel Responsibility**

Deployer you are responsible:
1. Flight from home station to IND (Camp Atterbury).
2. If arrival day is Saturday before training a hotel reservation in Indianapolis will be required.
3. After training flight from IND to BWI.
4. Unarmed fly on Saturday with hotel reservation required in Baltimore. Armed fly on Sunday.

Camp Atterbury Facilitators will:
1. Arrange MILAIR transportation.
2. Provide MILAIR information to you during training.
3. Multiple connecting flights (i.e. two stops) in theater, Camp Atterbury will make those follow-on reservations as well.

**Guidance**

1. All travel, CONUS and OCONUS, must be included on your deployment orders, DD-1610 or CED orders.
2. Use your organization’s contracted Commercial Travel Office to support travel and hotel arrangements.
3. Travel TO IND: Schedule your **travel to Indianapolis Airport (IND) for ARRIVAL NO LATER THAN 11 AM on the class start date**. If you are unable to arrive by 11 AM on Sunday, schedule your travel to arrive Saturday evening and stay in a near-by hotel that has a free shuttle and government rate.
4. ALL residential training participants will meet the Camp Atterbury facilitator at IND Airport Baggage Claim 6 NO LATER THAN 11 AM on Sunday with baggage ready to travel to Camp Atterbury. A volunteer with the program (Mrs. Parwana Noorzad - parwananoorzad@gmail.com) will reach out to you by an introductory email with additional information for your arrival on Sunday.
5. Lodging and meals are provided at Camp Atterbury for the entire two-weeks. No rental car or private vehicle is authorized. You can take your cell phone and a laptop computer with you. The two-week schedule is packed with training and administrative processing.
6. Travel FROM IND to BWI:
   a. **UN-ARMED** – Schedule your travel to depart from IND Airport (going to BWI) **AFTER 11AM on Saturday after training is complete**. Camp Atterbury transportation will be available. Allow yourself the time to check-in and not rush to meet your plane. Book a hotel overnight. Ensure the hotel is near BWI and has a free shuttle and government rate.
   b. **ARMED** – Schedule your travel to depart from IND Airport (going to BWI) **AFTER 11AM on Sunday after training is complete**. Camp Atterbury transportation will be available. Allow yourself the time to check-in and not rush to meet your plane.
Other Info

Daytime Lodging. Always consult your home station Finance/Resource office for assistance. Hotel check-out is usually before Noon. For choosing to book a "second night," per the JTR, Chapter 2: Official Travel, Part M: Miscellaneous Expenses (page 2M-5), traveler's may stay a "second night" as airport daytime lodging;

c. "Lodging Fees / Daytime Lodging Charges

d. Reimbursable when authorized/approved by the AO.

e. Includes:
   i. Room occupancy lodging charges for late departure, early arrival, or
   ii. Airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience."

Return from Theater/Redeployment

At the end of your deployment, you will travel from theater back to Camp Atterbury, before going to your home station, for the demobilization processing. Follow the instructions provided in theater for redeployment travel. It is critical that you contact Camp Atterbury as soon as your reservation is made to return from your deployment. Failure to contact Camp Atterbury on your return may delay your return home. Be sure to keep them informed of any itinerary changes.

Redeployment contact is Anthony Miller 317.741.5284 / Jason Reed 317.741.5320, email contact: ng.in.inarng.list.cajmtc-cew moda@mail.mil. Ensure you contact Jason or Anthony as soon as your travel arrangements are made (prior to leaving theater) to ensure/arrange pick-up at airport.

When you arrive at Camp Atterbury you will be issued a room for the evening. All of your 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 Atterbury Staff and stored in the authorized weapons vault until the next morning.

Resources:

Your Service Component’s Contract Travel Office

Defense Travel System - DTS: http://www.defensetravel.osd.mil/


Indianapolis Airport Hotels: http://www.airporthotelguide.com/indianapolis/map.html
   Be sure the hotel provides a shuttle service to the IND airport.

   ***Be sure the hotel provides a shuttle service to the BWI airport.
IX. RESIDENTIAL TRAINING

Department of Defense Deployers participating in the DoD Expeditionary Civilian program under USCENTOCM includes residential training and the final phase of pre-deployment administrative processing at Camp Atterbury in Indiana before going to theater. The standard program is a two-week curriculum consisting of classroom courses and field exercises. Phase one schedule is conducted at the Camp Atterbury Joint Maneuver Training Center (CAJMTC) in Edinburgh, Indiana. Phase two training is conducted at the Muscatatuck Urban Training Complex (MUTC) in Butlerville, Indiana. ***(THERE ARE NO WEEKENDS OR HOLIDAYS OFF DURING THE TWO WEEK MOBILIZATION & TRAINING COURSE. NO LEAVE IS AUTHORIZED)***

Phase One – Camp Atterbury

Material covered in the training conducted at Camp Atterbury includes final pre-deployment processing, final medical processing, validation of on-line training, arming package, information on mobilization. Phase one (approximately five (5) days) training is essential for providing deployers with an enterprise-wide knowledge base and cannot be waived.

Camp Atterbury Training Environment

Students are assigned to a two-person dormitory-style room with a shared bathroom and common areas. The CA compound includes a Laundry Facility, Dining Facility (DFAC), Gym, Post Exchange (PX), ATM, All-Ranks Club, Computer Lab, and USO (access to current or retired military members only).

Phase Two – Muscatatuck

Training is conducted at Forward Operating Base (FOB) Panther at the Muscatatuck Urban Training Center (MUTC). Students will spend approximately nine (9) days at the FOB, integrated with U.S. military personnel in the same manner experienced in theater. Conditions have been established to mimic the type of austere living conditions found in theater, including sleeping in open bay trailers, use of field showers and toilets, and subsistence at a military dining facility. Training consists of weapons familiarization and qualification (if required), classroom instruction and practical application exercises, culminating with a two-day immersive field event. The two-day immersive exercise is physically demanding and requires participants to be equipped in military protective gear (Kevlar vest and helmet).

Throughout the phase students will be presented with a series of role-play exercises duplicating the various scenarios in which they may find themselves during their deployment, including negotiating sensitive situations and engaging host-country partners to build collaborative relationships. Students will also be involved in mock ambushes and IED strikes, which will be filmed for debriefing and review.

Muscatatuck Training Environment

The Forward Operating Base (FOB) Panther at MUTC (Muscatatuck Urban Training Center) does not contain the type of amenities found at CA (ATM, Post Exchange, etc.) and deployers should prepare themselves for this environment and ensure that they bring appropriate clothing and personal necessities. While students will be provided linens, pillows, and blankets for their beds, they are not provided towels at MUTC. Students should bring their own towels/toiletries with them.
MUTC Facilities Facts

- No ATM, PX or post office available
- Laundry facilities available (“HE” detergent only)
- Linens provided
- Towels, toiletries not provided
- Communal living (several students per trailer, outside showers/latrines)
- FOB Panther is built upon a gravel base, you will need sturdy shoes for support
- Bring shower shoes, eye protection (issued) and gloves
- Internet via Cat-5 Cable in the classroom only (available 24/7)

MUTC Quarters

Packing for Training and Deployment

You will be able to take only a limited amount of region / activity-specific clothing with you for the entire duration of deployment, whether it’s 6 months, 9 months or 12 months in length. A practical checklist of appropriate clothing can be found in Appendix A, of this guide.

At Camp Atterbury, you will be provided:

- “Up to” three (3) duffle bags to take to theater to transport all your clothing, equipment, and personal items that you will use while in theater.
- Multi-cam uniforms are ordered by the equipment warehouse At Camp Atterbury, if required by your position; see Job Offer email / letter to verify.
- Standard minimum equipment for deployment to a combat zone: Kevlar Helmet (ECH), IOTV (Improved Outer Tactical Vest), Pro-Mask, Eye Protection, and Individual First Aid Kit (IFAK) is required for all DoD-EC deployers. This equipment is ordered via the Camp Atterbury CIF during the mobilization process; then the equipment ordered is received during the second phase. **CAVEAT: Deployment positions in Kuwait and some in Iraq/Qatar will not be issued this equipment.**

The authorized uniforms and equipment must be taken with you to theater. Items weigh between 40-50 lbs. This is important because you will have weight requirements for your duffle bags when flying on MILAIR:

- 70 lb maximum weight for checked bags – authorized three each.
- 50 lb maximum weight for carry-on bag – authorized one each.

Please consider these restrictions when preparing for your flight and when packing your personal items. We recommend using soft-sided bags for your personal items so that you may more easily consolidate them with your CIF-issued items.

**IMPORTANT:** Tough Boxes are **NOT** authorized for baggage check (i.e., Pelican Case, Gorilla Box, Tuff Box, etc.)

**NOTE:** If you choose to ship some of your material to theater, be sure to wait until you have successfully been processed through the medical portion of the mobilization process first. Shipping will be off-post, the Friday prior to leaving Camp Atterbury for theater.
UNIFORMS
Specific to your current DoD-EC deployment, uniforms may or may not be required. Uniform requirement is indicated on the Job Offer email and Welcome Package email.

IF REQUIRED – if uniforms are required for your position, up to four (4) full sets (pants, undershirt, over-shirt, hat, socks, belt and boots) are issued at Camp Atterbury.

IF “NOT” REQUIRED – Two (2) optional sets can be issued at Camp Atterbury at deployer’s request. It is not a requirement but is recommended.

EQUIPMENT
The mandatory gear cannot be declined.
For all DoD-EC deployers, the minimum mandatory gear issued at Camp Atterbury is:
- **ECH Helmet** - Specific to your measurements; you will be shown how to customize it to your head.
- **Body Armor IOTV-GEN III/GEN IV** - Specific to your measurements; you will be shown how to customize it to your body.
- **Eye Protection** - Part of the medical documentation you provide to the Camp Atterbury Medical Team needs to include pupillary measurements, as well as eyewear prescription if needed. Camp Atterbury will order the inserts; specific to your measurements; you will be shown how to customize it to your gas mask.
- **Protective Mask** - Specific to your measurements; you will be shown how to customize it to your head.
- **Individual First Aid Kit (IFAK)**

CAVEAT: Deployment positions in Kuwait, Qatar, and Iraq will not be issued the standard equipment. If position requirements change, equipment can be issued in theater.

ARMING
Arming requirement is indicated on the Job Offer email and Welcome Package email. If the position is armed, an “Arming Packet” E-mail will be sent with required documents to be completed and returned to CENTCOM DoD-EC. The deployer will be issued a weapon at Camp Atterbury. Whether the deployment position requires arming or not, all CENTCOM DoD-EC deployers will receive weapons training and fire on the M9 qualification range while at MUTC.
X. PERSONNEL ACTIONS, PAY ENTITLEMENTS & WORK SCHEDULE OVERVIEW

Your successful pay during deployment can be thought of as “coin”: ONE SIDE is your *bi-weekly time cards* (for regular hours worked, overtime and night differential) managed through the electronic time card system at your home station. The SECOND SIDE are the *personnel actions* in the Defense Civilian Personnel Data System (DCPDS) for formal personnel record, danger pay and post differential actions.

Stakeholders of Your Deployment

**Stakeholders you will engage:**
- Deployment Supervisor
- Home Station Supervisor and unit chain of command
- Home Station Civilian Personnel/Human Resources Office (CPO or HRO)
- Home Station Civilian Payroll/Finance Office

*Remember the Contact Listing (Page 6)?* Now is the time to ensure you have a good contact name/email/telephone number for these stakeholders and that they are aware of your deployment and the appropriate actions.

Once Deployed Work Schedule & Time and Attendance

1. Home stations customer service representative (timekeeper) will need to change deployer’s work schedule in the electronic time keeping system as determined by the deployment commander.
2. The time card template, or "shell," in the electronic time keeping system at home station needs to be updated to accommodate the deployment work schedule in order for the Deployer to be paid correctly for the regular salary, any overtime worked and any night differential worked.
3. The parent command (home station) should be prepared to receive time and attendance each pay period via email for input and approval at home station that contains time approximately 12 hours a day, 6 to 7 days a week.
   a) The deployment supervisor will sign the bi-weekly time card and the deployer will send it to his/her home station time card certifier (supervisor) who will:.
   b) Complete entry of the deployer’s bi-weekly time card in the electronic time keeping system for each bi-weekly pay period during deployment.
4. Deployer should notify the activity customer service representative (timekeeper/payroll tech) of any work schedule changes occur, as authorized by deployed commander.
5. A change in a work schedule in the middle of a pay period is allowed if using Standard Labor Data Collection and Distribution Application (SLDCADA) by creating a special work schedule for the split pay period.
6. Theater HR/Customer service should have policy letters, sample timecards, and standard work schedules available.
7. The Overtime and any Night Differential would show separately on the LES. Please check your LES regularly. Contact the home station servicing Civ-Pay and home station supervisor immediately if time and attendance are not reflected in LES accurately.

Pre-During-Post RPA & Pay Entitlements Actions

1. Your home station servicing Civilian Personnel Office (CPO) or Human Resources Office (HRO) processes a Temporary Reassignment Not to Exceed Request for Personnel Action (RPA, NOA 921) for your deployment in DCPDS (IAW DCPDS Guide Module 8, Chapter 6).
   a) A temporary position sequence number is copied from your current position sequence number for the temporary reassignment;
   b) There is no change in pay plan, occupational series or grade for this time-limited temporary reassignment.
   c) Updates to the temporary position sequence number for the purpose of the DoD-EC deployment include:
      i) Fair Labor Standards Act (FLSA) status is Exempt
      ii) Emergency Essential (E-E)
iii) AGLI (Aggregate Limit Indicator)
iv) PPLI (Premium Pay Limit Indicator).

2. This RPA generates an SF-50 for your official personnel file and is finalized within one pay period after your departure from CONUS; the effective date is the date you depart CONUS; block 5-C will list “7EW” and block 5-D will show “DoD-EC.” The SF-50 is accessible to you through your e-OPF. Your home station servicing CPO or HRO can assist you to get a copy of the SF-50.

3. Before you depart home station, you will submit the Request to Waive the Bi-Weekly Pay & Annual Salary Cap memorandum to your home station chain of command for signature.
   a) The signed Pay Cap Waiver goes to the home station servicing CPO or HRO for their action in DCPDS – Defense Civilian Personnel Data System.
   i) The home station servicing CPO or HRO is responsible for updating the AGLI (Aggregate Limit Indicator) and PPLI (Premium Pay Limit Indicator) on your temporary reassignment position sequence number to enact the waiver of the pay cap.
   ii) After the position sequence number update is done, Civ-Pay will also need to update the pay system to match, which is why they also need a copy of the signed Bi-Weekly Pay & Annual Salary Cap Waiver. Template Pay Cap Waiver is Appendix B.

   NOTE: These 2 limits are waived on a year by year basis when/if DoD issues guidance to implement waiver at service component level.

4. After arrival in theater, you will submit the SF 1190 and Addendum SF 1190 to your deployment supervisor to verify arrival in the deployed area;
   a) Once signed by you and the deployment supervisor;
   b) The SF-1190 and Addendum SF-1190 go to the home station servicing CPO or HRO.
   c) Upon receipt of the SF-1190 and Addendum SF-1190, the servicing CPO or HRO can then update your personnel record in DCPDS for pay entitlements as applicable by country and duration requirements
      i) Danger Pay
      ii) Post Differential
      These updates then flow to the Civ.-Pay data-system (DCPS) to generate payment for Danger Pay and Post Differential, as applicable.

5. The Danger Pay and Post Differential will show separately on the LES. Please check your LES regularly to ensure accurate pay entitlements. Contact the home station servicing CPO or HRO immediately if pay entitlements are not reflected in LES accurately.

Premium Pay for Training Activities
For employees participating in residential training, such as civilian deployment training (e.g. Camp Atterbury), the lodging and meals are typically provided on a military base without additional cost for the employee or employing activity. Your DoD components must determine whether an employee is entitled to receive overtime pay for regularly scheduled training hours.

Entitlement Timelines
Department of State has determined the pay entitlements requirements. A good guide to review for your theater entitlements can be found on the DFAS web site:
On the DFAS web site, you will find a sample waiver memorandum, the SF-1190 and Addendum SF-1190. To find country specific entitlements, go to the Dept. of State web site, Office of Allowances: https://aoprals.state.gov/. Select “Allowances by Location” for the most current information:
https://aoprals.state.gov/Web920/location.asp?menu_id=95
End of your deployment

It is vital that you notify at least two weeks prior:

1. Home station servicing CPO or HRO and advise them of your projected return date so the appropriate actions on your DCPDS record can be initiated to end the temporary reassignment and pay entitlements based on the projected end date, your return to CONUS date.
   a. **Failure to notify** your home station servicing CPO or HRO in a timely manner may result in over-payment after you return from deployment and subsequent debt letter from DFAS.

   - Email: ng.in.inarng.list.cajmct-cew-modam@mail.mil

The General RPA & Pay Entitlement Processing Guide, provided in your Welcome Packet email can be sent to your servicing CPO or HRO office. ***All forms (SF-1190, SF-1190 Addendum and Pay Cap Waiver template) can also be found in the Theater Entitlement Checklist which is embedded in the General RPA & Pay Entitlements Guide along with DCPDS guidance for the servicing CPO or HRO for updating your record in DCPDS.***

**Post-deployment Health Assessment (PDHA) (DD-2796)** It is REQUIRED that the Post-deployment Health Assessment (DD-2796) be completed within 30 days of your arrival at Camp Atterbury for redeployment processing. There is also a **Post Deployment Health Reassessment (PDHRA)** that is required to be completed within 90-180 days of returning to your Home Station from your deployment. Both assessments can be accessed through the following link:

Please follow your Service/Agency guidance as some mandate completion at Camp Atterbury.
XI. GENERAL OCO FUNDING INFORMATION

Each service component has a specific process for requesting Overseas Contingency Operations (OCO) funds. The following general information is only basic outline of how OCO funds are requested and applied for the purpose of CENTCOM DoD-EC deployments.

The deployer's base pay and benefits are paid from the baseline funding which the parent command has already budgeted. Since the Deployer will remain on the administrative rolls of the parent command, all costs are charged to the parent command. Therefore the fund citation on the deployment orders are the parent command fund citations. However, as directed by Office of the Secretary of Defense (OSD), incremental costs for civilians deploying to the CENTCOM AOR are an appropriate Overseas Contingency Operation (OCO) expense, including such expenses as premium pays, incremental pay, transportation, training, equipment, Rest and Recuperation (R&R), medical screening, and other related deployment requirements. Further, OCO funds may be used for a temporary backfill to assist in covering the organizational requirements while the Deployer is deployed. Costs are contingent on a number of items. The actual CONUS pay level of the Deployer and the numbers of hours of overtime actually worked during a 12 month OCONUS deployment period are two paramount factors.

There is no special pot of OCO funding to cover these expenses, per se. Overseas Contingency Operations (OCO) funds are dispersed to the military components and are then redistributed down into commands. The funds are already allocated to the services at a very high level, but are not pushed down and do not reach all organizational levels and they must be accessed by request. The activity (local) budget/accounting representative is required to estimate costs and request the funds. It is highly recommended that the command estimate costs and REQUEST FUNDING AS SOON AS POSSIBLE once the candidate has been matched to a theater requirement and accepted his/her official offer. Access to OCO funds must be made via the servicing unit budget comptroller through their financial administration hierarchy and then moved over to the parent unit of the deployer.

CENTCOM DoD-EC does not provide a fund citation for the deployment orders. Contact the servicing Finance/Resource Management office with your component and/or the DoD-EC contact for your component for assistance.
XII. ADDITIONAL TRAINING INFORMATION

Some deployment requirements in the CENTCOM AOR require training in addition to CRC and the online training contained in Appendix C. Please contact your Service/Agency POC if you require scheduling or are unsure if you require one of the additional training sessions below.

<table>
<thead>
<tr>
<th>Training</th>
<th>Required for</th>
<th>Duration</th>
<th>Location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Advisor Course</td>
<td>Advisors positions performing a TAA-type function</td>
<td>3 weeks</td>
<td>JB McGuire/Dix/Lakehurst, NJ</td>
<td>After CRC only</td>
</tr>
<tr>
<td>Staff Integration</td>
<td>TF Bagram/Irbil members</td>
<td>1 week</td>
<td>Ft Bragg, NC</td>
<td>Before or after CRC</td>
</tr>
<tr>
<td>Seminar (SIS)</td>
<td>SOJTF-A members</td>
<td>1 week</td>
<td>Ft Bragg, NC</td>
<td>Before or after CRC</td>
</tr>
<tr>
<td>SOJTF-A Orientation</td>
<td>SOJTF-A members</td>
<td>1 week</td>
<td>Ft Bragg, NC</td>
<td>Before or after CRC</td>
</tr>
<tr>
<td>FDO</td>
<td>FDO positions</td>
<td>2 weeks</td>
<td>MacDill AFB, FL</td>
<td>Before CRC</td>
</tr>
<tr>
<td>Records Management</td>
<td>Records Mgt positions</td>
<td>3 days</td>
<td>MacDill AFB, FL</td>
<td>Before CRC</td>
</tr>
<tr>
<td>JOPEC</td>
<td>OCS positions</td>
<td>2 weeks</td>
<td>Various</td>
<td>Before CRC</td>
</tr>
<tr>
<td>HR Orientation</td>
<td>Select HR positions</td>
<td>2 days</td>
<td>MacDill AFB, FL</td>
<td>Before CRC</td>
</tr>
</tbody>
</table>
APPENDIX A: RECOMMENDED CLOTHING PACKING LIST (CAMP ATTERBURY)

The two-week program includes five (5) days at Camp Atterbury and nine (9) days at Muscatatuck. There are laundry facilities at Camp Atterbury but not at Muscatatuck. Be mindful of your needs for personal toiletries, comfort items (electronic devices) and local weather conditions.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>1 pair</td>
<td>Well-fitting, good quality hiking boots</td>
</tr>
<tr>
<td>1 pair</td>
<td>Running shoes</td>
</tr>
<tr>
<td>4 pairs</td>
<td>Hiking socks</td>
</tr>
<tr>
<td>4-6 pairs</td>
<td>Running socks</td>
</tr>
<tr>
<td>1</td>
<td>Lightweight outer wind/wet weather jacket</td>
</tr>
<tr>
<td>1</td>
<td>Hat for sun protection</td>
</tr>
<tr>
<td>1 pair</td>
<td>Sunglasses</td>
</tr>
<tr>
<td>1</td>
<td>Medium or large backpack to carry clothing and equipment</td>
</tr>
<tr>
<td>1</td>
<td>Head lamp with extra batteries or flashlight (optional)</td>
</tr>
<tr>
<td>1</td>
<td>Toiletries (personal judgment; must last 10 days)</td>
</tr>
<tr>
<td>1</td>
<td>Bath/shower towel</td>
</tr>
<tr>
<td>1</td>
<td>Sturdy shower shoes (should be able to walk comfortably on gravel)</td>
</tr>
<tr>
<td>4 pairs</td>
<td>Cargo pants or jeans</td>
</tr>
<tr>
<td>4-6</td>
<td>Shirts (MUST include one long-sleeved shirt*)</td>
</tr>
<tr>
<td>1 pair</td>
<td>Running pants/shorts</td>
</tr>
<tr>
<td>1</td>
<td>Running shirt</td>
</tr>
<tr>
<td>1</td>
<td>Pocket knife (optional)</td>
</tr>
<tr>
<td>2</td>
<td>Hooded sweat jackets</td>
</tr>
<tr>
<td>1</td>
<td>Small backpack/daypack</td>
</tr>
<tr>
<td>1</td>
<td>Headscarf (conservative color) Females Only</td>
</tr>
<tr>
<td></td>
<td><strong>Spring/Fall (include items in Summer list; choose appropriate)</strong></td>
</tr>
<tr>
<td>1 pair</td>
<td>Gloves, lightweight</td>
</tr>
<tr>
<td>1</td>
<td>Mid-weight outer wind/wet weather jacket (Gortex or weatherproof if possible)</td>
</tr>
<tr>
<td></td>
<td><strong>Winter (include items in Summer list; choose appropriate outerwear)</strong></td>
</tr>
<tr>
<td>1 set</td>
<td>Polypropylene undergarments or long underwear</td>
</tr>
<tr>
<td>1</td>
<td>Polar fleece cap</td>
</tr>
<tr>
<td>1</td>
<td>Polar fleece jacket</td>
</tr>
<tr>
<td>1 pair</td>
<td>Gloves, polar fleece, or wool (weather proof if possible)</td>
</tr>
<tr>
<td>1</td>
<td>Polar fleece blanket</td>
</tr>
<tr>
<td>2</td>
<td>Hand and foot warmers</td>
</tr>
<tr>
<td>1</td>
<td>Cold-weather coat/jacket</td>
</tr>
</tbody>
</table>

*A long-sleeved shirt is required for certain activities, regardless of the season.*
APPENDIX B: TEMPLATE FOR REQUEST TO WAIVE THE BI-WEEKLY PAY AND ANNUAL SALARY CAP

Submit the Request to Waive the Bi-Weekly Pay & Annual Salary Cap memorandum to your home station chain of command for signature; the signed Pay Cap Waiver goes to the home station servicing CPO or HRO for their action in DCPDS and to the servicing Civ.-Pay office for their action in DCPS.

ACTION MEMO

TO: [SERVICING CPO & Civ.-Pay, In Turn]
FROM: [DEPLOYING PERSONNEL/DEPARTMENT]
SUBJECT: Request for Exception to the Bi-weekly and Annual Pay Cap on Premium Pay (5 U.S.C. 5547) for General Schedule Deployers

1. Request is based upon the [REASON FOR DEPLOYMENT TO SOUTHWEST ASIA]. This exception should be made effective on the pay period starting dates as indicated below.

2. Personnel are required to work an abnormal amount of overtime hours in support of this SWA mission. Deployers are assigned to Kuwait, Iraq, Afghanistan, Qatar, Pakistan, or other countries in support.

3. RECOMMENDATION: Approval of the exception to the bi-weekly and annual Pay Cap

4. Point of contact for this request is (name) email and contact phone number.

Signature Block
O-6/GS-15 or higher MUST SIGN
Appendix C: Comprehensive Pre-Deployment Checklist

Completed medical documentation MUST be submitted to Camp Atterbury Medical Team prior to your arrival. Camp Atterbury Provider is the final clearing Provider for your Deployment. For questions, please call 812-526-1499 x62957, x61144, x62256 or x64862.

Fax: 812-526-1178 (please have a cover letter with contact information to include scheduled class/projected)
Scan/Email to: ng.in.inarng.list.cajmtdc-pca-crc-medical-records@mail.mil (recommend protecting file(s) with a password) or send encrypted email to: dana.d.johnson30.ctr@mail.mil and teresa.a.isgrigg.civ@mail.mil

*** (You can only encrypt from .mil account to medical teams individual email addresses. You cannot encrypt to the group email address above or from a personal email address)

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**Quick Reference Checklist**
(Take with you to your appointment with an Occupational Health Provider or Private Physician)

Not all inclusive - Summary of CENTCOM MOD 13 TAB A

<table>
<thead>
<tr>
<th>History and Physical (within 1 year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ DD Forms 2808 (Physical Exam) or an OF-178 (Medical Exam) AND 2807-1 (mandatory form) (Medical History)</td>
</tr>
<tr>
<td>○ LABS - ABNORMAL RESULT MAY NEED REPEATED ONCE CA PROVIDER REVIEWS ORIGINAL</td>
</tr>
</tbody>
</table>

All labs (EKG, CBC, CMP, U/A & LIPID) need to be drawn within 90 days of CRC arrival. Refer to page 13, para. 15.G.7 of USCENTCOM MOD 13 INDIVIDUAL DEPLOYMENT POLICY

| ○ UA (Urinalysis - NOT HAND WRITTEN - Needs to show Color, Specific Gravity, Glucose, Bilirubin, Ketones, blood, pH, Protein, Nitrites, Leukocytes) |
| ○ CMP (Complete Metabolic Panel - IF GLUCOSE is >110 then a Hba1C is required) |
| ○ HBA1C KNOWN Type 2 oral agents only (IF applicable - Must be < 7.0) / Newly Diagnosed Diabetics = HBA1C > 6.5 must have 90 days stability on oral meds OR diet/lifestyle changes before waiver consideration. |
| ○ CBC (Complete Blood Count) |
| ○ HIV (within 120 days) HIV Positive = NON Deployable |
| ○ DNA |
| ○ G6PD (must have result, done once in lifetime) |
| ○ BLOOD TYPE / ABO (must have result, done once in lifetime) |
| ○ LIPID PANEL Age 35 and older = Total Cholesterol < 260, LDL<190, Triglycerides< 500 waiver required if above these ranges (treated or untreated) |
| ○ EKG (AGE 40 AND OVER) Must be within 90 days of mobilizing |
| ○ HCG all females 30 days prior to deployment. If needed prior to immunization will be done at CAJMTC (exception - documented hysterectomy) |
| ○ PSA If History of Prostate cancer, BPH, or medications relating to BPH |
| ○ VISION – Visual Acuity completed on DD Form 2808/ DD FORM 771 OR PRESCRIPTION FROM Optometrist. |
| ○ Do not wear contact lenses while going through Medical Processing. They are also non-deployable. |
| ○ HEARING (within a year) DD FORM 2215 or 2216 or equivalent; If H3 is determined, a SPRINT test is needed along with a waiver |

**IMMUNIZATIONS** - Must all be completed before arrival. Immunizations must be current and those consisting of a series must be current but do not have to be completed before deployment. However it is the responsibility of the individual to complete the series on leave or overseas.

<p>| ○ Hepatitis A (1st dose, 2nd dose after 6 Months) |
| ○ Hepatitis B (1st dose, 2nd dose 30 days, 3rd dose 5 Months) or titer |
| ○ MMR (Measles, mumps, and rubella) (born before 1957 Exempt) 2 doses. If no documentation of vaccine, either a titer or Vaccine required |</p>
<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Seasonal Influenza (1 September through 31 May)</td>
</tr>
<tr>
<td>• Typhoid (within 2 years) Oral Typhoid (within 5 years)</td>
</tr>
<tr>
<td>• Tetanus (TDAP- is required ONCE) Then can continue with Td every 10 years</td>
</tr>
<tr>
<td>• Varicella (Chickenpox) – REQUIRED DOCUMENTATION OF ONE OF THE FOLLOWING: BORN BEFORE 1980 (ASSUMED IMMUNITY EXCEPT)</td>
</tr>
<tr>
<td>• FOR HEALTH CARE WORKERS), DOCUMENTED HISTORY OF DISEASE BY THE PROVIDER WHO TREATED THE MEMBER AT THAT TIME (EITHER BY AN EPIDEMIOLOGIC LINK OR LABORATORY CONFIRMATION), SUFFICIENT VARICELLA TITER, OR ADMINISTRATION OF VACCINE (2 DOSES).</td>
</tr>
<tr>
<td>• Tuberculosis Skin Testing (Often referred to as PPD, or TB tine) Quantiferon Gold, a lab test, is acceptable. Bring the actual lab result that was completed within 90 days of arrival. If past positive radiology report from a Bi lateral chest x-ray within 90 days to show no active infection. Those currently on treatment for TB disease may not deploy.</td>
</tr>
<tr>
<td>• Anthrax (Can be done at CAJMTG clinic if not available at home station)</td>
</tr>
<tr>
<td>• Polio (OPV/IPV) Documentation of Vaccine. If Negative titer #3 or No History IPV/OPV then needs 1 IPV dose.</td>
</tr>
<tr>
<td>• BEHAVIOR HEALTH DISORDERS- <strong>Individual Assessment Required</strong> (Waivers depend on Condition)</td>
</tr>
<tr>
<td>• MEDICATIONS - C2 and PSHYCOTROPICS Individual Assessment Required (Waivers depend on Condition/Use)</td>
</tr>
</tbody>
</table>
EXPANDED MEDICAL REFERENCE GUIDE

— EVEN IF YOUR RECORDS ARE SENT TO CAMP ATTERBURY AHEAD OF TIME, BRING COPIES OF ALL FORMS AND RESULTS WITH YOU. THE CAMP ATTERBURY PROCESS IS A VALIDATION PROCESS ONLY. YOU WILL NOT COMPLETE EXAMS, TESTS, ETC. AGAIN.

— BRING ALL OF YOUR ROUTINE MEDICATIONS WITH YOU (prescription or O.T.C)

— MALARIA PROTECTIVE MEDICATIONS GIVEN TO EACH DoD CIVILIAN AT GOVERNMENT EXPENSE at CAJMTC

— IF YOU WEAR EYEGLASSES, MUST BRING TWO PAIR WITH YOU AND SHOW THEM TO THE OPTOMETRY TECHNICIAN. CONTACT LENSES ARE NOT AUTHORIZED FOR WEAR IN THE CENTCOM AOR.

History and Physical (Required within 1 year of deployment)

— DD Form 2808 (Report of Medical Examination) and DD 2807-1 (Report of Medical History) if completing exams with a Private Provider OR - DD Form 2807-1 (Report of Medical History) and OF-178 Form (Certificate of Medical if you go to an OHC at a nearby MTF Examination)

Labs — Hand written results are not acceptable. Abnormal results may need to be repeated or if still abnormal consult with Primary Care Physician or specialist for possible additional testing and clearance.

— Urinalysis
  • Results MAY NOT be handwritten
  • Needs to show Color, Specific Gravity, Glucose, Bilirubin, Ketones, blood, pH, Protein, Nitrites, Leukocytes

— Complete Metabolic Panel (Often referred to as CMP)

— Glucose (“Blood Sugar”) must be 110 or below, If above HgA1C will be required, If non-diabetic and HgA1C >6.5, must show stability on oral meds OR lifestyle changes for 90 days and diabetic physical/examination prior to waiver consideration/submission.
  • Hemoglobin A1C must be less than 7.0 if known diabetic within 90 days of deployment.

— CBC (Complete Blood Count)
  • White Blood Count (WBC), Red Blood Count (RBC)
  • Hemoglobin, Hematocrit, MCV, MCH, MCHC, RDW, RDW, Platelets
--- HIV

- Laboratory document must be NEGATIVE within 120 days of arrival, and may not be hand-written
- You will not be deployed if HIV positive
- **CANNOT** accept oral HIV testing

--- DNA - may be drawn at Camp Atterbury if not already on file

--- G6PD – **Should be conducted prior to arrival at CAIN**

- Blood test (once in a lifetime)

--- Blood type / ABO – once in a lifetime, Must have results before arrival

--- Lipid panel (Cholesterol and triglycerides) within 90 days of arrival

- Required of all personnel age 35 and older
- Levels cannot exceed the following: Total cholesterol 260, Triglycerides 500, LDL 190;
- Anyone at any age treated for hyperlipidemia must have a lipid panel within the ranges above.
- If outside these ranges, waiver is required (treated or untreated)

--- EKG

- Required of all personnel age 40 and over
— PSA

    Required of all Male personnel with a past History of Prostate cancer, BPH, or BPH Medications or Testosterone use

— Framingham Risk Assessment

    • Required of all personnel age 40 and over
    • The result of this test cannot exceed 15% to be considered deployable. Use the following only authorized site, http://tools.acc.org/ASCVD-Risk-Estimator/ to calculate your Framingham Risk Score. If Framingham Risk Score is 15% or higher, you will require either a Stress Test or 2D Echocardiogram and must submit the results with a waiver.

Vision

— If you wear glasses, you must deploy with two pair of glasses (current prescription) and prescription inserts for your protective mask and/or ballistic goggles. We’ll order inserts for you.

— DD Form 771 (Eyewear Prescription) OR

— Prescription from optometrist (within 1 year of deployment)

— **** IF YOU WEAR OVER THE COUNTER CHEATERS AND YOUR VISION IS NOT 20/40 OR BETTER, YOU WILL BE REQUIRE TO HAVE AN OPTOMETRIST PRESCRIPTION FOR GLASSES

Hearing

— DD Form 2215 (Reference Audiogram) or DD 2216 (Hearing Conservation Data)

— Hearing test data must include the audiology operator’s certification number and machine type and serial number and calibration date

— Hearing class 3 (H3) – severe hearing loss – requires Speech Recognition In Noise Test (SPRINT) or Hearing In Noise Test (HINT) and will require a waiver with those results submitted.

— Hearing tests (audiograms) conducted during the physical must be documented with actual readings and validating information (See Hearing below.) “X” is not a valid reading.
Immunizations

All must be completed BEFORE arrival at Camp Atterbury

— Vaccinations must be documented on a CDC 731 (International Certificate of Vaccination, also known as the “yellow shot card”. ) Older versions read PHS 731 but are acceptable. The link is: International Certificate of Vaccination Link

— Required vaccinations

• Hepatitis A (1st dose, 2nd dose after 6 months)
• Hepatitis B (1st dose, 2nd dose 30 days, 3rd dose 5 Months)
• Measles, mumps, and rubella (“MMR”) 1 dose or Titer showing immunity
• Seasonal Influenza (1 September through 31 May)
• Typhoid (within 2 years) Oral Typhoid (within 5 years)
• Tetanus- TDAP ONE time, may then go to Td every 10 years
• Varicella (“Chickenpox”) (1st dose, 2nd dose after 30 days) or Titer showing immunity
• Polio (OPV/IPV) (Afghanistan and Pakistan only) Documentation of Vaccine. If Negative titer #3 or No History IPV/OPV then Needs 1 IPV dose of vaccine
• Tuberculosis Skin Testing (Often referred to as PPD, or “TB Tine”)
  ◆ Must be completed within 90 days before arrival at Camp Atterbury
  ◆ Quantiferon Gold, a lab test, is acceptable. Bring the actual lab result with you
  ◆ If history of past positive reading, a radiology report from a Bi-lateral chest x- ray must be completed within 90 days before arriving to Camp Atterbury.
  ◆ Those currently on treatment for TB disease may not deploy.
Medications

— List all medications and allergies. We will provide you with an allergy/medical warning tag if needed. Must have a 180 day supply of medication OR reliable means to obtain refills
— ANTI–MALARIALS given at Camp Atterbury at Government Expense.

Dental

— DD Form 2813 (Department of Defense Active Duty/Reserve Forces Dental Examination)
  • Must show you as a Dental Class 1 or 2. Class 3 or 4 is non-deployable.
  • Must be signed by dentist
  • Must have dentist’s state license number (US) unless dentist is military
— Pantographic X-rays are required to be reviewed by dentist and Block 5 of the DD 2813 marked "Yes"

Waivers

DoD employees who have a condition, as described in Central Command (CENTCOM) Modification 13, Tab A as a “condition generally precluding deployment” must have a complete waiver, signed by the appropriate adjudicating surgeon POC. PLEASE ENSURE THAT YOUR WAIVER IS SUBMITTED TO THE CORRECT SURGEON (example: if you are deploying via an Air Force agency, your waiver should be submitted to AFCENT, Army=ARCENT, Navy=NAVCENT and all other agencies (DISA, DCMA, DLA, etc. =CENTCOM). If waiver submitted by your Occupational Health Provider or yourself, it is your responsibility to track status of waiver and send a copy to Camp Atterbury Medical Team.

CONTACTS FOR WAIVERS for CENTCOM AOR

• ARMY DEPLOYERS
ARCENT SURGEON. USARMY.SHAW.USARCENT.MBX.SURG-WAIVER@MAIL.MIL

• AIRFORCE DEPLOYERS
AFCENT SURGEON. USAFCENTSG.ORGBOX@AFCENT.AF.MIL;

• MARINE DEPLOYERS
MARCENT SURGEON. FORCE.SURGEON@MARCENT.USMC.MIL;
• NAVY DEPLOYERS

NAVCENT SURGEON. CUSNC.MEDWAIVERS@ME.NAVY.MIL;

• SPECIAL OPERATIONS CONTRACTS SOCCENT SURGEON. SOCCENT.SG@soccent.centcom.mil;

• All personnel not directly associated with any above

CENTCOM SURGEON CENTCOM.MACDILL.CENTCOM-HQ.MBX.CCSG-WAIVER@MAIL.MIL

— If your employer/agency obtains a waiver for you from the CENTCOM Surgeon, you must send the signed waiver and the medical documents that supported your waiver to Camp Atterbury.

— If a condition is found at CAJMTC Medical Processing that the deployee was unaware of, and it is a waiver-able condition listed in the table below, the Medical Provider can submit for that specific waiver on behalf of the deployee and his or her organization if no further Specialist testing is required. If further Specialist testing is required, the individual will need to return to home station to get further Specialist testing completed before submitting the waiver.

Top Reasons for Non-Deployability or Delay in Deployment

— Obstructive Sleep Apnea (OSA) treated with APAP/BPAP/CPAP or Oral devices

• Must have a thirty day compliance report from machine
  ♦ Must have 70% percent compliancy score for greater than 4 hours
  ♦ At least four hours per night for 30 days on average

• Must bring machine, battery backup and supplies to Camp Atterbury for inspection

• Most current sleep study (mode specific)

• Moderate OSA (AHI or RDI > 15/hr and < 30/hr): no waiver required except to Afghanistan, Iraq or Yemen

• Severe OSA (AHI or RDI > 30/hr): waiver required for deployment to any AOR location

— Body Mass Index (BMI)

• Weight >300lbs or BMI >40 = Non Deployable, Not Waiver-able

• BMI >35 with or without any significant comorbidity: Non Deployable, Waiver will be required

• Civilians should submit a body fat worksheet with the waiver request.
♦ Morbid obesity (BMI > 40 or weight greater than 300 pounds) can generally not be supported.

— Newly diagnosed diabetes = has an HBA1C of > 6.5 or greater
  • Needs physicians consult of diagnosis, prognosis, treatment plan to include full diabetic examination (eyes, feet etc.) medications if needed and proof of consultation of diabetes education
  • Show 90 days stability on medications or lifestyle changes for waiver consideration

— Abnormal EKG or Framingham greater than 15%
  • May need stress testing to include Myocardial Perfusion / 2D echo to clear these issues and/or cardiologist consult and clearance letter

— Abnormal AST’s and ALT’s found in the CMP (Liver Function Test)
  • After repeat of CMP or Liver Function Test with abnormal results may need Specialist consult and further testing
  • May need abdominal ultrasound to exclude liver and gallbladder disease, and hepatitis ABV antibody profile

— Hematuria (Blood in urine)
  • After repeat of urinalysis with abnormal results may need consult and testing from a Urologist for clearance.

— Abnormal Labs
  • Must have specialist diagnosis, treatment plan, and medications (if needed), deploy ability to an austere environment for the period of the Orders without need for follow up, and any further testing.
  • Must have a letter typed with letterhead from treating Primary Care Physician or Specialist outlining the above findings.
FULL ONLINE TRAINING LIST - ALL DEPLOYERS

Hand-carry one hard copy of each training certificate to Camp Atterbury. If there’s no certificate at the end of a course that you have completed: please print the last page, write the name of the course, your name, date and sign in lieu of an actual completion certificate. All completed training certificates can be sent directly to **Jason Reed**

- ng.in.inarn.list.ajmtc-dodec-predeployment@mail.mil

- TSIRT Requirements Checklist (PDF)
- Anti-Terrorism Awareness (Level1)
- Protecting Classified and Sensitive Information
- Emergency Preparedness Response Course
- Joint Staff Suicide Awareness and Prevention
- Combating Trafficking in Persons
- SERE 100.2 (Code of Conduct)
- USCENTCOM Moderate Risk of Isolation Training
- Cyber Awareness
- Operational Security (OPSEC)
- Joint Staff Equal Opportunity Training
- Traumatic Brain Injury
- Derivative Classification
- Intro to Biometrics Collection PDF
- General Orders 1C-9 PDF
- *ISO-PREP Certificate PDF
- **Cold/Hot Weather Injury Prevention
- **Report Intelligence Information
- **Force Protection
- **Cross Domain Violation PDF
- **Discharge of Classified Information (DCI) PDF
- ***Country Orientation Brief 1 PDF - NO COMPLETION CERT REQUIRED
- ***Country Orientation Brief 2 PDF - NO COMPLETION CERT REQUIRED

**ADMIN NOTE:** If you are going through the four (4) day MOB Only process, then the following courses are also required prior to your arrival at Camp Atterbury:

- TARP: [https://securityawareness.usalearning.gov/itawareness](https://securityawareness.usalearning.gov/itawareness)
- CIED: [CIED Training_01 June 17.pdf](https://securityawareness.usalearning.gov/itawareness)

*Please follow the attached instructions "ISO-PREP Instructions" on how to successfully complete your ISO-PREP.

**Indicates the courses have/had issues on DOD systems and may require a personal computer to be used. User can also complete training on-site at Camp Atterbury.

***Indicates that the course does not offer/require a completion certificate by the individual initialing off on these courses they are verifying that they have reviewed all the required materials.
## Operational Contracting Support - Only Afghanistan Deployers Supporting OCS

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Course Code</th>
<th>JKO Course #</th>
<th>OCS GS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint OCS Essentials for Commanders and Staff (JOECS) Phase 1 &amp; 2</td>
<td></td>
<td>J4OP-US380A/B</td>
<td></td>
</tr>
<tr>
<td>J4ST-US429 Joint OCS for Flag Officer/General Officer Essentials</td>
<td></td>
<td>J4ST-US429</td>
<td>GS-11</td>
</tr>
<tr>
<td>J4ST-US429 Joint OCS for Flag Officer/General Officer Essentials</td>
<td></td>
<td>J4ST-US429</td>
<td>GS-14</td>
</tr>
</tbody>
</table>

## Contracting Officer Representative (COR) Type B Training – Only BOS-I/KBC Positions Identified as COR – Check with Force Provider if unsure of requirement.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>DAU Website</th>
<th>Deployer</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLC 222 – COR Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLC 206 - COR’s in a Contingency Environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLM 003 – Ethics Training for Acquisition Technology and Logistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOD-002 – Combating Trafficking in Persons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Register for COR Tool (CORT)</td>
<td>WAWF Website</td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Course Description</th>
<th>ALMS Website</th>
<th>USFOR-A J8 Deployers</th>
</tr>
</thead>
<tbody>
<tr>
<td>GFEBS Essentials (L101E, L201E, L303E)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GFEBS Essentials, BI Reporting (L305E)</td>
<td></td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td>GFEBS Fund Management</td>
<td></td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td>GFEBS Reimbursable</td>
<td></td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td>GFEBS Spending Chain, Account Payment Process</td>
<td></td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td>GFEBS Spending Chain Good Receipt Processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Website</td>
<td>Demographic</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>GFEBS Spending Chain, Government Purchase Card</td>
<td>ALMS Website</td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td>GFEBS Spending Chain, Manage Purchase Requisition</td>
<td>ALMS Website</td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td><strong>General Fund Enterprise Business System (GFEBS) Training (Cont.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AKO Account Required – ONLY Finance-Related Positions – Check with Force Provider if unsure of <strong>requirement.</strong> (contact Deputy J8-Plans-DSN 318-481-3505, or Deputy J8-Execution-DSN 318-436-7751, for assistance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GFEBS Spending Chain, Material and Vendor Master Data</td>
<td>ALMS Website</td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td>GFEBS Spending Chain, Purchase Orders</td>
<td>ALMS Website</td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td>GFEBS L210E Financial Process Overview</td>
<td>ALMS Website</td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td>GFEBS L230E Cost Management Process</td>
<td>ALMS Website</td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td>GFEBS L410E Introduction to Financials</td>
<td>ALMS Website</td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td>GFEBS L412E Journal Entries Processing and Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GFEBS L413E Financial Reporting</td>
<td>ALMS Website</td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td>GFEBS L432E Cost Collection and Allocation</td>
<td>ALMS Website</td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td>GFEBS L435E Cost Reporting and Analysis</td>
<td>ALMS Website</td>
<td>USFOR-A J8 Deployers</td>
</tr>
<tr>
<td><strong>Cultural Awareness – ALL DEPLOYERS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete for Country of Deployment (Not required for Camp Atterbury Attendees)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afghanistan in Perspective</td>
<td>DLIFLC Website</td>
<td></td>
</tr>
<tr>
<td>Afghanistan Country Brief</td>
<td>CIA.Gov Website</td>
<td>Afghanistan Deployers</td>
</tr>
<tr>
<td>Iraq in Perspective</td>
<td>DLIFLC Website</td>
<td>Afghanistan Deployers</td>
</tr>
<tr>
<td>Iraq Country Brief</td>
<td>CIA.Gov Website</td>
<td>Iraq Deployers</td>
</tr>
</tbody>
</table>
**Cultural Awareness (Cont)**  ALL DEPLOYERS Complete for Country of Deployment (Not required for Camp Atterbury Attendees)

<table>
<thead>
<tr>
<th>Country Brief</th>
<th>DLIFLC Website</th>
<th>Iraq Deployers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kuwait</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qatar</td>
<td>CIA.Gov Website</td>
<td>Qatar Deployers</td>
</tr>
</tbody>
</table>

**Camp Atterbury Training**  (Instruction is onsite during class)

<table>
<thead>
<tr>
<th>Training Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counter Insurgency Training (COIN)</td>
<td></td>
</tr>
<tr>
<td>Country Brief</td>
<td></td>
</tr>
<tr>
<td>Cultural Immersion</td>
<td></td>
</tr>
<tr>
<td>Threat Awareness &amp; Reporting Program (TARP)</td>
<td></td>
</tr>
<tr>
<td>Counter-IED</td>
<td></td>
</tr>
</tbody>
</table>

**ORGANIZATION or Unit Processing:**
Complete actions as required by OSD, Local checklists and Combatant Command reporting instructions. Additional items listed below:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDY/CED Orders, manual or through DTS. Follow organization process for DTS actions. Include “VARIATIONS AUTHORIZED” statement on the orders.</td>
<td>ORG/UNIT or Deployer</td>
</tr>
<tr>
<td>DCPDS/MyBiz: Update and print out Emergency Data and print copy for Supervisor and deployment folder. (Personal page/Contact Information/Emergency Contacts)</td>
<td>Deployer</td>
</tr>
<tr>
<td>JPAS Clearance Summary and/or Security Verification letter from Security Manager. IAW DoDI 1400.32</td>
<td>ORG/UNIT or Security Manager</td>
</tr>
<tr>
<td>Government Travel Card: issues or update, ensure card is active and does not expire during the deployment. GTC Web site</td>
<td>ORG.UNIT &amp; Deployer</td>
</tr>
<tr>
<td>Personnel Readiness Folder established by the ORG/UNIT. Hand-carried to deployment supervisor.</td>
<td>ORG/UNIT</td>
</tr>
</tbody>
</table>
Folder includes:
- Copy of Deployment Order
- DCPDS/MyBiz Emergency Data Page
- JPAS Clearance Summary and/or Security Verification Letter
- Training Certificates, valid for duration of deployment

**ORGANIZATION or Unit Processing (Cont):**
Complete actions as required by OSD, Local checklists and Combatant Command reporting instructions. Additional items listed below:

**DoDI 6490.03, E4.A1.1.5, and para 5.5.8.:**
IF/WHEN APPLICABLE: Issue occupational personal protective equipment (e.g., hearing or industrial respiratory protection) and monitoring devices (e.g., thermo luminescent dosimeter (TLD badge)) as required by occupational specialty of personnel.

<table>
<thead>
<tr>
<th>ORG/UNIT</th>
</tr>
</thead>
</table>

**Civilian Personnel, Payroll and Administrative Actions**

- **Initiate a Request for Personnel Action (RPA) using applicable Nature of Action (NOA) 900 series code in DCPDS to document deployment; attachments may be offer letter and/or Orders. IAW DoDI 1400.32 and DoD DCPDS Instructions on “Tracking Deployed Civilians”, OPM GPPA, Chapter 14, and DTM 17-004 DOD Expeditionary Civilian Workforce.**
  
<table>
<thead>
<tr>
<th>CPO/HRO</th>
</tr>
</thead>
</table>

- **Request to Waive the Bi-Weekly Pay & Annual Salary Cap memorandum to your home station chain of command for signature.**
  
<table>
<thead>
<tr>
<th>Pay Cap Waiver</th>
</tr>
</thead>
</table>

- **Confirm projected dates for Within-Rate Increases and appraisal closeouts, as applicable. NOTE: deployer remains under the administrative management of the service component and the responsibility for updating the performance plan and annual appraisal remains with the deployer’s home station supervisor and home station chain of command. Follow your service component guidance for performance appraisal processing.**
  
<table>
<thead>
<tr>
<th>Deployer, Supervisor, &amp; CPO/HRO</th>
</tr>
</thead>
</table>

- **Confirm annual leave balance, address any use-or-lose issues before end of leave year, review policy for earning compensatory time for travel, Leave Restoration Policies and Procedures, etc.**
  
  | Deployer, CPO/HRO, Civ-Pay |

- **Designation of Beneficiary, Federal Deployers' Group Life Insurance (FEGLI); due to deployment, there is an option to increase the FEGLI benefit pay-out amount. Consult your Benefits & Entitlements office for assistance; form on OPM web site.**
  
<table>
<thead>
<tr>
<th>Standard Form (SF) 2823</th>
</tr>
</thead>
</table>

- **Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Deployer.**
  
<table>
<thead>
<tr>
<th>SF 3102</th>
</tr>
</thead>
</table>

Federal Deployers Retirement System (FERS) Designation of Beneficiary *(only FERS Deployers)*, form on OPM web site.
### Civilian Personnel, Payroll and Administrative Actions (Cont)

<table>
<thead>
<tr>
<th>Action</th>
<th>Form/Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Service Retirement System (CSRS) Designation of Beneficiary <em>(only CSRS Deployers)</em>, form on OPM web site. Follow instructions to submit.</td>
<td>SF 2808</td>
</tr>
<tr>
<td>TSP 3, Designation of Beneficiary, is located on the TSP web site under Civilian Forms and Publications. Follow instructions on form to submit to TSP.</td>
<td>TSP-3</td>
</tr>
<tr>
<td>CA-40, Designation of a Recipient of the Federal Deployers’ Compensation Act (FECA) Death Gratuity Payment under Section 1105 of Public Law 110-181 (section 8102a), is located on the Department of Labor (DoL) web site.</td>
<td>CA-40</td>
</tr>
<tr>
<td>Financial Matters. Direct deposit/electronic funds transfer (DD/EFT) for their federal civilian pay at their home installation by filing a SF 1199A. Now is the time to make updates if needed.</td>
<td>SF 1199A</td>
</tr>
<tr>
<td>Ensure Family Care Plan in place as applicable and in accordance with DoDI 1342.19, Family Care Plans.</td>
<td>DoDI 1342.19</td>
</tr>
<tr>
<td>Confirm CAC card possession. Expiration date should be no less than 30 days after projected redeployment date/return to home station.</td>
<td>See Section OCONUS CAC Card</td>
</tr>
<tr>
<td>Legal assistance relating to matters of deployment is available through the organization legal office for civilians notified of deployment and their families. Legal assistance will be available for the period of deployment and normally include such things as preparation of wills and powers of attorney</td>
<td>Deployer</td>
</tr>
<tr>
<td>Create a list of contacts at home station, to include and not limited to: (names, email, DSN phone, address) Supervisor, Unit Administrative Support, Civilian Personnel/HR Office, Civilian Payroll Office DTS Manager; CTO Contact, Any others you think you may need</td>
<td>Deployer</td>
</tr>
</tbody>
</table>

### Additional Forms

<table>
<thead>
<tr>
<th>Form/Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eagle-Cash Stored Value Card – Eagle-Cash is a “stored value card” used during deployment. <em>Have your Bank Account &amp; Routing Numbers available.</em></td>
<td>Eagle-Cash web site, DD Form 2887</td>
</tr>
</tbody>
</table>
### Additional Forms (Cont)

<table>
<thead>
<tr>
<th>Form/Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD-Form 93, Record of Emergency Data</td>
<td>Camp Atterbury will contact prior to arrival via email.</td>
</tr>
<tr>
<td>Issue Identification Tags, ID Tags.</td>
<td>Camp Atterbury in conjunction with DD Form 93 email will ask for religion preference and blood type.</td>
</tr>
<tr>
<td>During Legal Brief: Wills &amp; Powers of Attorney (optional)</td>
<td></td>
</tr>
</tbody>
</table>

### Actions to Complete Upon Arrival in Theater

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-1190, Foreign Allowances Application, Grant and Report – Upon arrival in theater, complete and submit SF1190 along with Addendum SF-1190 to servicing home station HRO/CPO for updating DCPDS for affecting Pay Entitlements.</td>
<td>SF 1190 &amp; Addendum SF 1190</td>
</tr>
<tr>
<td>Verify Reassignment NTE SF-50</td>
<td></td>
</tr>
<tr>
<td>Contact Servicing Time-Card Keeper or Home Station civ-Pay to update timecard for overseas work schedule template.</td>
<td>OS Unit &amp;/Deployer</td>
</tr>
<tr>
<td>Check LES regularly to address concerns early.</td>
<td>My Pay</td>
</tr>
</tbody>
</table>

*This comprehensive checklist is provided to support pre-deployment actions. Organizations may have their own deployment checklist which you must follow. You may come across duplication in action items.*
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