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DAPE-ECW

14 January 2023

MEMORANDUM FOR Commanders/Directors of Army Commands Utilizing AECW Personnel

SUBJECT: Army Expeditionary Civilian Workforce (AECW) Policy #004, AECW Deployment Support

1. Purpose. To define policies and procedures for requesting and utilizing AECW personnel in support of deployment operations.

2. References.

a. Title 10 United States Code (USC), Section 1580, Emergency Essential Employees

b. Directive-type Memorandum (DTM) 17-004, DoD Expeditionary Civilian Workforce (DoD-EC), 25 January 2017, with Change 5, Effective 8 February 2022

c. AR 690-11, DA Expeditionary Civilian Workforce and Civilian Deployments in Support of Military Contingency and Emergency Operations, 8 November 2019 (under revision)

d. HQDA EXORD 234-21, Civilian Mobilization and Readiness Processing, 3 August 2021, with FRAGO 1, 7 April 2022

e. HQDA EXORD 011-19, Management of the Army Expeditionary Civilian Workforce (AECW), 23 December 2018 (expired)

3. Applicability. This policy applies to theater supervisors and commands utilizing AECW personnel for deployment support, and home station commands with employees who are deployed through AECW.

4. General. The AECW is a force multiplier, providing flexibility and civilian capabilities to deployed U.S. Forces in meeting global national security missions. AECWs may be utilized to support expeditionary missions to include combat, contingency, and emergency operations; humanitarian and civic assistance activities; disaster relief and restoration of order; drug interdiction; stability operations; security cooperation; and other military operations.

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5. Requesting AECW Support.

a. Global Force Management (GFM) Joint Operations. AECW support may be requested by a deployed organization through the GFM process as a Joint Individual Augmentee (JIA) or as part of a Request for Forces (RFF). These requests are submitted for validation through the Combatant Command (COCOM) and Joint Staff. Once validated, the requirements are ordered to AECW through the Secretary of Defense Orders Book (SDOB).

b. Army-Centric Expeditionary Missions. Army organizations may request AECW support for operational missions in a deployed theater. These requests will be submitted through the Army Service Component Command (ASCC) to AECW, using the format at Appendix A. AECW will coordinate with G-3/5/7.

6. Responsibilities. Organizations utilizing AECW support must agree to the responsibilities defined at Appendix B.

7. Funding. AECW will fund the deployment costs above salary, for requirements ordered for fill by GFM. Funding for other fills will be coordinated between AECW and the supported unit and documented as part of the request for support.

8. Duration: This policy remains in effect until cancelled or superseded. Modifications cannot be made without written approval of the Director, AECW.

Enclosures
Appendix A
Appendix B

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APPENDIX A
AECW Policy #004, AECW Deployment Support
Template for Requesting New AECW Requirements

SUBJECT: Request for Army Expeditionary Civilian Workforce (AECW) Support

POSITION REQUESTED: *Enter position title, pay plan-series code (e.g., Information Technology Specialist, GS-2210)*

DESIRED GRADE: *Enter the grade or grades that best reflect the skill level required. Volunteers will be considered qualified if they have experience that is within 1 grade interval (plus or minus) of the desired grade.*

ORGANIZATION: *Enter the deployed organization name (e.g., 21st TSC)*

DUTY LOCATION: *Enter the city or base and country where the AECW will be working*

DUTIES: *Enter a brief description of the duties of the position. This should be a paragraph that includes the key duties and responsibilities of the position.*

SPECIAL LICENSES, CERTIFICATIONS, OR TRAINING REQUIRED FOR POSITION: *List any special skills, certifications, training, or other factors required of the individual filling the position.*

SECURITY CLEARANCE: *Enter the security clearance level required.*

DESIRED TOUR LENGTH: *This could be 6, 9, or 11/12 months*

CONTINUING OR ONE-TIME FILL: *Is this request for a one-time fill (i.e., to be filled only once or only until a specified end date) or is it to be filled continuously until further notice, with no defined end date*

LATEST ARRIVAL DATE: *Specify the start date requested for the position*

TDY WHILE IN THE POSITION: *Enter the % of time projected for intra-theater TDY*

ADDITIONAL TRAVEL LOCATIONS: *If intra-theater TDY is expected, enter the countries*

Note that in-theater travel be used to ensure the deployer has required travel credentials. Any costs of in-theater travel must be directly funded by the supported unit

LODGING: *AECW only funds "field" condition lodging (barracks, tents, etc) that are available at no cost. If lodging costs will be incurred (hotel, Lodge, etc) the request must also provide a commitment that the supported unit will fund the cost of lodging.*

PER DIEM/MEALS AND INCIDENTALS: AECW will not fund the cost of meals. Field conditions should include a DFAC that is available to the deployer at no cost. If a DFAC is not available, the request must also include a commitment that the supported unit will fund the per diem costs to include (meals and incidentals). The request will include the incidental rate that is authorized and funded.

INCIDENTALS ALONE: If the TDY is to a field location, with no expenses for lodging and meals, AECW will fund the standard deployed incidental rate of \$3.50 per day. If the supported unit is funding per diem (meals and incidentals) leave this item blank.

TRANSPORTATION: Enter the type of daily transportation that will be available. The supported unit is responsible for ensuring the AECW deployer has transportation to and from lodging, DFAC/meals, and the work site. This could be a shuttle service, access to TMP vehicles, or other arrangements. AECW will not fund rental cars; if one is required, the supported unit must arrange and directly fund.

UNIFORM: Specify any required uniform the AECW must be issued (if any)

WORK SCHEDULE: Enter the standard work schedule that will be required. For example: Monday-Friday, 8-hour days; or Monday-Saturday, 12-hour days; etc.

PREMIUM PAY: List the expected number of overtime hours required per pay period (if any). Also specify if night shift and holiday work are expected.

WORK ENVIRONMENT: Include a general description of the work environment (e.g., office setting, working outdoors, exposure to noise or dust/dirt, walking on uneven terrain, lifting requirements above 40 pounds, etc.)

PROTECTIVE GEAR: Standard protective gear issued at Camp Atterbury will be a gas mask, helmet, vest with plates, eye protection, and first aid kit. EUCOM deployers must also be issued chemical gear. If more equipment is required, include in this block.

ARMING: Does position require arming (weapons issue)? If so, what type?

DESCRIPTION OF FACILITIES AT BASE:

Include a description of the location and facilities that are available such as PX, laundry, etc.

APPENDIX B
AECW Policy #004 – AECW Deployment Support
Roles and Responsibilities

A. SUPPORTED UNIT:

(1) Provide written documentation of the requirements for each position utilizing the template at Appendix A.

(2) Notify AECW in writing of any requested change in position duties/requirements or duty location. Concurrence with the requested change must be received from AECW prior to implementing the change. In emergency situations, AECW must be notified verbally, with written documentation provided as soon as possible thereafter.

(3) Submit written requests for remission, extension, or curtailment of deployed AECW personnel in advance, utilizing the formats provided by AECW.

(4) Ensure appropriate workspace, office equipment, computers, network access, supplies, and vehicles (if required) are provided to AECW personnel upon arrival.

(5) Ensure AECW personnel have transportation to and from the work location and dining facility or validate that all are within walking distance of lodging.

(6) Provide government lodging in field conditions such as barracks or tents at no cost. In locations where there is no government lodging available, the supported unit must coordinate and fund lodging.

(7) Ensure government dining facilities are available for use by AECW personnel at no cost. In locations where there is no government dining facility, the supported unit must fund the cost of meals and incidentals.

(8) Notify AECW immediately of any conduct or performance issues with deployed AECW personnel and provide written documentation of incidents and counseling.

(9) Provide day-to-day supervision and assignment of work to the deployed AECW personnel.

(10) Provide written performance appraisal input to the home station supervisor at the end of the assignment or when the employee's performance rating is due, whichever occurs first.

(11) Establish the tour of duty for each individual within 48 hours of their arrival and validate hours worked each pay period in accordance with the AECW Hours of Work policy.

(12) Validate the mission need for any paid overtime and document on the tour of duty form (if pre-planned) or on individual overtime requests. Submit any unplanned overtime need to AECW for approval (in advance).

(13) Notify AECW of any in-theater TDY to ensure accountability of personnel. Dual lodging expenses are not authorized. TDY that requires additional expenses must be funded by the supported unit and coordinated in advance with AECW.

(14) Comply with other administrative policies and instructions issued by AECW on the management and accountability of deployed AECW personnel.

B. Army Expeditionary Civilian Workforce (AECW):

(1) Solicit volunteers or recruit personnel to fill AECW requirements.

(2) Select AECW personnel for requirements, ensuring they have the requisite skills and qualifications to successfully perform the duties provided by the supported organization.

(3) Complete pre-deployment processing, validation, medical screening, training, and equipping that is required for the deployed location/position.

(4) Coordinate and fund transportation to the deployed location.

(5) Fund incremental costs of AECW deployments that are above base salary (i.e., post differential, danger pay, overtime, and other approved premium pay); transportation to and from the deployed location and Camp Atterbury for pre- and post-deployment processing; lodging and meals while at Camp Atterbury; and incidental costs of TDY (generally \$3.50 a day for field conditions).

(6) Provide instructions to commands for submitting requests for reimbursement of AECW-authorized deployment expenses. Reimbursements will be made on a quarterly basis.

(7) Pull AECW deployers into the AECW hierarchy of DTS to directly fund authorized TDY expenses.

(8) Review, validate and approve pay actions associated with AECW deployments to include SF-1190s to start and stop Foreign Entitlements, annual pay cap waivers, and biweekly pay cap waivers, when applicable. Submit to the Fort Knox

CPAC (or HQ CHRA) for processing.

(9) Notify the Fort Knox CPAC of the need to initiate Personnel Actions related to the deployment, to include 921, 922, and 923 actions to generate a Reassignment NTE personnel action, terminate the action (upon re-deployment), and/or extend the action (if applicable).

(10) Provide a deployed AECW HR Advisor to select locations where there is a significant number of deployed AECW personnel.

(11) Coordinate with theater POCs to obtain Sponsor Assignments and Letters of Release at the appropriate time.

(12) Provide HR advice and assistance to deployed AECW personnel and theater supervisors. Provide templates and instructions for submitting curtailment, extension, or remission requests and provide guidance to supervisors on handling disciplinary situations or addressing poor performance.

(13) Provide updates to Command Deployment Coordinators on the status of their employees deployed with AECW.

(14) Provide status reports on fills/backfills to deployed organizations.

(14) Provide Reception, Stationing, Onward Movement, and Integration (RSOI) services for arriving and departing AECW.

C. HOME STATION COMMANDS: Deployed AECW personnel remain assigned to their home station command and their permanent position of record throughout their deployment. Home Station commands, deployment coordinators, and supervisors are responsible for the following:

(1) Designate a primary and alternate Deployment Coordinator for each command to coordinate and submit deployment applications to AECW and facilitate communication with home station supervisors.

(2) Ensure all civilians approved for deployment are in good standing and do not have any pending or recent disciplinary actions or poor performance actions. Encourage civilians to consider deployment opportunities as a career-broadening experience and valued contribution to the Defense mission.

(3) Approve and release volunteers for deployment or provide written documentation of the mission-critical reasons that preclude approval of a request for deployment. Proposed denials of deployment must be submitted through command channels to include the major command to the AECW program office. After review, AECW will forward to HQDA- for final decision.

(4) Retain responsibility for completing annual performance appraisals and ensure appropriate consideration of deployment contributions in the rating of record.

(5) Ensure that any situations requiring involuntary curtailment of a deployed civilian are thoroughly evaluated to determine if follow-on action is required by the home station organization. This should include consideration of formal disciplinary action. The results of this evaluation must be reported to AECW as a follow-on action. Employees who are involuntary curtailed from a deployed theater for misconduct or performance issues will be ineligible for future deployments with AECW.

(6) Ensure employees returning from successful AECW assignments are welcomed and integrated back into the organization.