



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
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WASHINGTON, DC 20310-0300

DAPE-ECW (690-300)

11 December 2023

**MEMORANDUM FOR Army Expeditionary Civilian Workforce (AECW) Deployed
Personnel and Supported Commands**

SUBJECT: AECW Policy #006, Extensions, Remissions, and Curtailments

1. References:

a. Directive-type Memorandum (DTM)-17-004 – Department of Defense Expeditionary Civilian Workforce, dated 25 January 2017, Incorporating Change 6, effective 25 January 2023

b. Army Regulation 690-11, Department of the Army Expeditionary Civilian Workforce and Civilian Deployments in Support of Military Contingency and Emergency Operations, 8 November 2019

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

d. Title 5 United States Code, Chapter 71, Labor-Management Relations

e. DODI 1400.25, Vol 771, DoD Civilian Personnel Management System: Administrative Grievance System

f. Executive Order 13760, Exclusions from the Federal Labor-Management Program

g. Deputy Secretary of Defense Memorandum, Responsibility for Equal Employment Opportunity Complaints Arising in Combatant Command Areas of Responsibility, 26 June 2023

2. Purpose. To establish policy and procedures for the extension, remission, and curtailment of deployed Army Expeditionary Civilian Workforce (AECW) personnel.

3. Applicability. Deployed AECW personnel in a temporary duty (TDY) status at overseas locations.

4. Policy. Deployed AECW personnel are emergency-essential (E-E) civilians serving in support of National Defense missions and deployed military forces. They are expected to complete the full term of their deployment tour and recognize that assignments may change as theater missions evolve. All deployed personnel will exhibit the highest

professional and ethical behavior and maintain a deployment environment characterized by good order, discipline, and conduct. Extensions, remissions, and deployment assignments are driven by mission requirements and are subject to the following:

a. **Extensions.** Requests to extend deployed AECW personnel must be initiated in writing by the deployed organization using the template at enclosure 1 and be consistent with the following:

(1) Extension requests will be submitted at least 120 days in advance of the employee's scheduled end of tour. Later requests may be considered, but only if a backfill has not yet been identified.

(2) Extensions are subject to home station concurrence.

(3) The AECW Director has the final authority to approve or deny extension requests. This may be further delegated, in writing, to the Deputy Director or Workforce Planning (WFP) Division Chief.

(4) Extension requests cannot be approved if they would cause the duration of the TDY orders to exceed authorized limitations under the Joint Travel Regulation (JTR) or Army policy. Deployed personnel who are receiving reimbursement for daily lodging expenses in a hotel cannot remain in a TDY status for more than 179 days. Deployed personnel with lodging provided at no cost can remain in a TDY status for up to 11 months if they are NOT in a designated combat zone and for up to two years if they are in a designated combat zone.

b. **Remissions.** Requests to remission deployed AECW personnel from the original position or location must be initiated in writing by the theater organization or by AECW, using the template at enclosure 2. Remissions are subject to the following:

(1) Employees may not be moved to a different location or assigned to a different position or set of duties prior to receiving written approval from the AECW Director. This authority may be further delegated in writing to the AECW Deputy or the WFP Division Chief of the requested change.

(2) Deployed AECW personnel will not be assigned to duties that they are not qualified or equipped to perform. Qualification determinations are the responsibility of the HR Specialist in WFP Division of AECW.

c. **Curtailments.**

(1) Curtailment procedures must be followed when a deployed civilian's planned rotation date (PRD) from the deployed theater is shortened by more than seven calendar days. The PRD is established when the civilian arrives at their location of

assignment in the deployed theater (i.e., at their final stop of deployment travel). The PRD is set as the date that matches the end of the employee's approved deployment. For example, a civilian on a 6-month deployment would have a PRD that is 6 months after the date of arrival at the deployed location; a civilian on an 11-month deployment would have a PRD that is 11 months after arrival, etc. The travel time to return to Camp Atterbury and then to home station would occur after the PRD. TDY orders must include enough days to allow time for pre-deployment training and travel, the actual deployment period, and days for return travel and out-processing. An exception is in the rare cases where a deployed AECW civilian is at a location that requires paid lodging, causing the maximum duration of TDY orders to be 179 days, from the date they left their home station to the date they return to home station. See enclosure 5 for examples.

(2) There are two types of curtailments, voluntary (initiated by the employee) and involuntary (initiated by management). Both types of curtailments should be rare as deployed AECW personnel are expected to honor their commitment to serve as emergency essential employees and are also expected to maintain high levels of performance and conduct.

(3) **Voluntary Curtailments** are initiated by the employee using the template at enclosure 3 and include specific reasons with documentation attached.

(a) Examples of situations that may warrant consideration of a voluntary curtailment request include a personal or family emergency that is documented by a Red Cross Message, or acceptance of a new permanent position that is documented by the Human Resources (HR) office's notification of firm job offer with report date, or other urgent situations.

(b) Requests based on reasons of personal comfort are not appropriate or consistent with the agreement to serve as an emergency essential employee.

(c) Deployed AECW personnel who do not complete the full tour of their deployment due to a non-emergency curtailment may be required to repay the Government a sum of money equivalent to expenses incurred for training, travel, and other costs associated with deployment.

(d) Deployed AECW personnel who curtail for non-emergency reasons may also be ineligible for future deployments. Decision authority on accepting a future deployment application from an individual who previously curtailed is the Director, AECW.

(4) **Involuntary curtailments** may be submitted by the theater organization using the template at enclosure 4 or may be initiated by AECW leadership. Reasons for an involuntary curtailment could include a change in mission or funding that impacts the

employee's deployed position or could be based on employee misconduct or poor performance.

(a) The HR Specialist of WFP Division will be notified immediately if conduct or performance problems are identified. This could be the deployed AECW HR Specialist or the CONUS-based WFP Division HR Specialist if a deployed specialist is not available. The WFP HR Specialist will guide the theater supervisor through appropriate actions to address these issues. While each situation is unique, appropriate supervisory actions may include counseling the employee, investigating allegations of misconduct, and/or clarifying performance expectations. If these steps do not resolve the problem or are not appropriate due to the severity of issues, theater supervisors may recommend curtailment to end the employee's deployment assignment. Deployed AECW personnel will be given an opportunity to provide their input and response to any alleged misconduct or performance issues. When provided, employee input will be included in the curtailment packet sent through supervisory channels to AECW for decision.

(b) Deployed AECW personnel are in a TDY status, temporarily performing duties to support the deployed mission. They remain assigned to their home station organization, with their home station supervisor retaining authority to make decisions on official personnel actions and performance ratings. For this reason, theater supervisors may take informal steps to address problems that occur in the deployed setting and may request employee curtailment, but any further actions must be referred to the home station supervisor for decision. Documentation of the basis for curtailment will be provided to the home station supervisor to include the written notice of curtailment, any records documenting the problems or incidents, memorandums of counseling or attempts to resolve the situation, and any statements or investigations involving the employee.

(c) AECW leadership may also initiate an involuntary curtailment at any time for reasons such as determining the position is no longer required, incidents of employee misconduct are identified, performance is not meeting expectations, etc. Written documentation of basis for the curtailment will be provided to the home station supervisor.

(d) The employee's home station supervisor is responsible for reviewing any involuntary curtailment records provided by AECW and determining if the alleged misconduct warrants disciplinary action at home station. Documentation of performance problems will also be taken into consideration when assessing the employee's overall performance for the rating year.

(e) The home station organization will provide written notice to AECW's WFP Division within 90 days of the employee's return on their decision regarding any follow-on action at home station.

(f) Deployed AECW personnel who are involuntarily curtailed may be required to repay the Government a sum of money equivalent to expenses incurred for training, travel, and other costs associated with deployment.

(g) Individuals who are involuntarily curtailed for reasons of poor performance or misconduct will be permanently ineligible for future deployments with AECW.

5. General.

a. Application and acceptance of an AECW deployment is strictly voluntary, at the election of the employee, and effected with no change to the employee's permanent position of record.

b. Curtailments, voluntary or involuntary, are not considered adverse actions. As such, 5 Code of Federal Regulation 752 procedures do not apply.

c. In accordance with reference e, actions taken to curtail an employee are excluded from the Administrative Grievance System (AGS) as these are considered actions taken under voluntary agreement entered by an employee involving geographic relocation or return from an overseas assignment.

d. Deployment to an overseas Combatant Command in support of U.S. Forces engaged in combat, contingency, or other expeditionary missions, are generally excluded from coverage by the Federal Labor Relations Program based on their designation as matters of national security. As such, there is no entitlement to union representation while deployed and curtailments would be outside the scope of negotiated grievance procedures.

e. The employee's home station supervisor will be responsible for reviewing any involuntary curtailment records provided by AECW and deciding if the actions that occurred overseas warrant follow-on action at home station. This includes consideration of informal or formal disciplinary action. If a decision is made to take a follow-on disciplinary action, the employee would be afforded any rights at home station that were appropriate for the action taken.

6. Procedures. Specific procedures for routing requests for extension, remission, and curtailments are outlined below.

a. Requests are initiated by the theater organization and routed through the theater supervisory chain to the Commander/Director of the deployed unit (O-6/GS-15 level or highest-ranking management official in the organization if below O-6/GS-15).

b. Requests are routed through the deployed AECW HR Advisor (or WFP Division HR Specialist) who will provide advice and assistance during preparation of the request and will review the final packet to ensure rationale is fully explained and substantiating documents are present.

c. The WFP HR Specialist will review extension requests to determine if a backfill has already been identified. If so, the extension request will not be routed further unless the proposed dates do not conflict with the backfill dates. If the extension does not present a conflict, the WFP HR Specialist will route to the Command Deployment Coordinator for concurrence or non-concurrence prior to forwarding to higher levels within AECW.

d. The WFP HR Specialist will review remission requests and verify that the employee qualifies for the proposed remission assignment.

e. The WFP HR Specialist will then route properly reviewed and coordinated requests to the WFP Division Chief.

f. The WFP Division Chief will review all requests for voluntary and involuntary curtailment and submit through the AECW Deputy Director to the AECW Director for final decision. In emergency situations, the WFP Division Chief may request a verbal decision to expedite return travel. The WFP Division Chief will notify the AECW Deputy and Director of requests for extension and remission and sign on the Director's behalf.

g. For approved extension requests, the WFP HR Specialist will submit the appropriate documents to notify the AECW DTS Team of the need to extend the employee's TDY orders and will also notify the servicing HR Specialist of the need to extend the employee's Reassignment NTE action.

h. For approved curtailment requests, the deployed AECW HR Advisor/Specialist will coordinate with the theater organization and employee to start redeployment procedures, notify the Reception, Staging, Onward Movement, and Integration (RSOI) team, and initiate the Letter of Release (LOR).

i. The WFP HR Specialist will provide documentation of the basis for curtailments to the command deployment coordinator and the home station supervisor.

DAPE-ECW (690-300)

SUBJECT: AECW Policy #006 - Extensions, Remissions, and Curtailments

j. The final approval authority of extensions, remissions, voluntary curtailments, and involuntary curtailment requests is the AECW Director, or the Director's designee. LORs, employee movement, and/or redeployment travel will not be finalized until AECW approval has been received.

7. The point of contact for this policy is Dianne Hibbs, Dianne.s.hibbs.civ@army.mil, with the Army Expeditionary Civilian Workforce Directorate, Programs and Policies.

Encls

1. Extension Request
2. Remission Request
3. Voluntary Curtailment Request
4. Involuntary Curtailment Request
5. Sample PRD

HILL.YANIR.MA
RIE.1088510824

Digitally signed by
HILL.YANIR.MARIE.1088510824
Date: 2023.12.11 07:31:51 -05'00'

YANIR M. HILL
Director, Army Expeditionary Civilian Workforce
HQDA, Office of the G1

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR AECW Director

SUBJECT: Extension Request for *Employee Name*

1. Due to critical mission requirements, an extension is requested for (*Employee Name*). I understand that approval of this request is subject to concurrence from the employee's home station and AECW approval. Specific information is as follows:

- a. Arrival Date:
- b. Planned Rotation Date:
- c. Length of Extension Requested (months):
- d. Proposed New Rotation Date:
- e. Will deployment exceed 2 years with this extension? (yes or no):
- f. Expiration Date of Official Passport:
- g. Date of Last Medical Screening (if more than 12 months have elapsed, an updated medical screening may be required):

2. Justification for extension: *Explain the mission-based reason for request.*

3. The point of contact for this memorandum is (*enter name of theater POC*) who may be reached at (*enter phone number and email address of POC*).

[digital signature]

NAME OF CDR/DIRECTOR OF
DEPLOYED ORGANIZATION
TITLE

I, (*Employee Name*), have read and understand the extension notification. I have indicated below whether I will or will not accept this extension.

[] I will accept the extension

[] I will not accept the extension

[digital signature]
EMPLOYEE NAME

REVIEWED BY:

Deployed AECW HR Specialist
Or WFP HR Specialist

[digital signature]
NAME

HOME STATION COMMAND REVIEW:

The employee's home station decision is to:

☐ CONCUR or ☐ NON-CONCUR with this extension request.

[digital signature]
Command Deployment Coordinator

AECW DECISION:

This extension request is:

☐ APPROVED or ☐ DISAPPROVED

Comments:

[digital signature]
AECW Director or Designee

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR AECW Director

SUBJECT: Remission Request for *Employee Name*

1. Due to critical mission requirements, a remission is requested for (*Employee Name*). Specific information is as follows:

- a. Employee's Current Position Number, Title and Location:
- b. Proposed Remission Position Number, Title and Location:
- c. Proposed Effective Date:
- d. Employee's Date of Arrival in Theater:
- e. Employee's Planned Rotation Date:

2. Justification for remission: *Explain the mission-based reasons for this request.*

3. Are the duties of the Remission Position the same as the duties of the employee's current deployment assignment? If not, list the duties of the new position and the targeted pay plan-series-grade:

4. Will the TDY conditions be the same for the Remission Position? (e.g., continue to be field conditions with lodging and meals provided at no cost)? If there is a change, specify the change and how this will be funded.

5. The point of contact for this memorandum is (*enter name of theater POC*) who may be reached at (*enter phone number and email address of POC*).

[digital signature]
NAME OF CDR/DIRECTOR OF
DEPLOYED ORGANIZATION
TITLE

I, (*Employee Name*), have read and understand the remission notification. I have indicated below whether I will or will not accept this remission.

[] I will accept the remission

[] I will not accept the remission

[digital signature]
EMPLOYEE NAME

Enclosure 2 to AECW Policy #006, Extensions, Remissions, and Curtailments

REVIEWED BY:
Deployed AECW HR Specialist
Or WFP HR Specialist

I have reviewed the remission request and verified that the employee has the requisite qualifications to perform the duties of the proposed Remission Position.

[digital signature]
NAME

AECW DECISION:

This remission request is:

☐ APPROVED or ☐ DISAPPROVED

Comments:

[digital signature]
AECW Director or Designee

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR AECW Director

SUBJECT: Voluntary Curtailment for *Employee Name*

1. I am requesting a voluntary curtailment from my current position (*Position Title*), position number *XXXX*, *location*. The purpose of this request is due to (*insert specific reason*). I have attached documentation in support of this request. *For an emergency situation, provide documentation of Red Cross Message. For a new permanent position offer, provide firm job offer with report date.*
2. I understand that because I did not complete my full tour of deployment, I may be required to repay the Government a sum of money equivalent to expenses incurred for my training, travel, and other costs associated with deployment preparation.
3. I am requesting a release date of (*insert requested date of departure from deployed location*).
4. The point of contact for this memorandum is the undersigned at (*enter phone number and email address where employee can be reached*).

[digital signature]
NAME OF EMPLOYEE

THEATER COMMANDER/DIRECTOR:

CONCUR []

NON-CONCUR []

COMMENTS:

[digital signature]
NAME AND TITLE OF THEATER
COMMANDER/DIRECTOR

Enclosure 3 to AECW Policy #006, Extensions, Remissions, and Curtailments

REVIEWED BY:
Deployed AECW HR Specialist
Or WFP HR Specialist

[digital signature]
NAME

APPROVED [☐] DISAPPROVED [☐]

COMMENTS:

[digital signature]
AECW DIRECTOR or Designee

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR AECW Director

SUBJECT: Involuntary Curtailment of *Employee Name*

1. I am requesting the immediate curtailment of (*Employee Name*) from his/her deployed position of (*position title, location, theater organization name*). The basis for this request is (*provide a brief description of the basis for the involuntary curtailment request and how this negatively impacts the good order and discipline of the organization*).

2. Specific incidents or issues are as follows:

- a. *List specific dates of the incidents that occurred. Explain what happened and the impact. Attach any statements or investigations that occurred.*
- b. *Explain your response to any incidents of misconduct to include your notification to the employee that the behavior was inappropriate. Attach a copy of any memorandums of counseling.*
- c. *If the curtailment is based on poor performance, include specifics on your notification to the employee that his/her performance was not meeting expectations and attach a record of your performance counseling.*

3. Based on the information explained above, I have concluded that the employee must be curtailed from this deployment assignment, effective (*enter proposed date*).

4. The point of contact for this memorandum is the undersigned at (*enter phone number and email where supervisor may be reached*).

Encl(s)
Counseling MFR(s)

[digital signature]
NAME (Supervisor)
Title

COMMANDER/DIRECTOR (OF DEPLOYED ORGANIZATION):

CONCUR []

NON-CONCUR []

COMMENTS:

[digital signature]
NAME AND TITLE OF CDR/DIR

REVIEWED BY:
Deployed AECW HR Specialist
Or WFP HR Specialist

[digital signature]
NAME

APPROVED [] DISAPPROVED []

COMMENTS:

[digital signature]
AECW DIRECTOR or Designee

Examples of Calculating an AECW Deployer's Planned Rotation Date (PRD)

A deployed civilian's planned rotation date (PRD) is the date of scheduled departure from the deployment location at the end of the deployment tour.

For a civilian on a 6-month deployment tour, the PRD is 6 months after the date of arrival at the deployed location. Similarly, for a civilian on a 9, 11, or 12-month deployment tour, the PRD is 9, 11, or 12 months, respectively, after the date of arrival at the deployed location. Stops at intervening travel points prior to arrival at the deployed destination are not counted in calculating the end.

A different calculation is used when a deployed AECW civilian is at a location that requires paid lodging; thereby causing the TDY orders to be subject to the maximum duration of the Joint Travel Regulation (179 days). This 179-day limit is counted from the date the employee began travel at their home station until the date he/she returns home after completion of the deployment.

EXAMPLE A:

- John Doe has a deployment assignment of 6 months to Amman, Jordan.
- John departs home station on 3 Dec 23 to begin travel to Camp Atterbury.
- He completes pre-deployment training on 8 Dec 23 and travels to Kuwait.
- John takes a second flight from Kuwait to Jordan on 11 Dec 23.
- He arrives at his deployment destination (Jordan) on 11 Dec 23.
- John's PRD (date of departure from Jordan) is set as 11 Jun 24.
- John's redeployment travel would begin on or after 11 Jun 24.
- If John begins redeployment travel more than 7 days prior to his PRD of 11 Jun 24, written documentation and approval of a curtailment is required.

EXAMPLE B:

- Sally Smith has a deployment assignment to Livorno, Italy which requires paid lodging due to the nonavailability of barracks.
- Sally's TDY orders have a hard limit of 179 days because of the daily lodging costs.
- She departs home station on 3 Dec 23 to begin travel to Camp Atterbury.
- She completes pre-deployment training on 8 Dec 23 and travels to Italy.
- Sally arrives at her deployment location in Italy on 9 Dec 23.
- Her PRD (date of departure from Italy) is set as 26 May 24 (the earlier date allows time to arrive back at home station within 179 days of when she initially left her home station (3 Dec 23)).
- Sally travels on 26 May 24 from Italy to Camp Atterbury, out-processes 27-28 May 24, and travels to home station on 29 May 24 (179 days after the start of her orders).
- If Sally begins her redeployment travel more than 7 days prior to her PRD of 26 May 24, written documentation and approval of a curtailment is required.