

**Civilian Expeditionary Workforce**

# Pre-Deployment Instruction Guide

*Requirements and Information for  
Civilian Deployees*



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## INTRODUCTION

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Welcome to the Civilian Expeditionary Workforce! As one of the volunteers selected for deployment, you will be spending the next few weeks getting ready to deploy. There are a number of tasks to complete before you arrive in theater. This Pre-Deployment Instruction Guide provides you with a comprehensive description of the required activities, forms, and training you must complete in order to deploy.

Throughout the process, you will be working closely with a Civilian Expeditionary Workforce (CEW) processor, assigned to you to assist you during all phases of pre-deployment. This person is your official point of contact (POC), and he/she will be able to answer any questions and make sure you do everything necessary to get through the deployment process as quickly and smoothly as possible.

All deployees must complete specified medical and dental examinations, obtain an official passport, complete and submit numerous required forms and documents, attend online and residential training, and coordinate travel arrangements to and from Camp Atterbury (CA). CA is the CEW deployment platform, where you will train and prepare for your matriculation to theater. This Guide provides detailed information for all of the different tasks you must complete as a deploying civilian. As you review the information within, please feel free to contact your CEW Processor if you have questions.



*Civilian volunteers participating in required training exercises in preparation for deployment to theater.*

## MEDICAL REQUIREMENTS

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All deployees must complete a thorough medical and dental examination no earlier than (NET) 90 days and no later than (NLT) 30 days prior to your deployment date (in other words, your examinations must take place between 90 and 30 days before deployment). These examinations will determine your medical, psychological, and physical fitness for deployment in accordance with the USCENTCOM medical standards presented in MOD 12 (located at <http://www.cpms.osd.mil/expeditionary/pdf/MOD11-USCENTCOM-Indiv-Protection-Indiv-Unit-Deployment-Policy-Incl-Tab-A-and-B.pdf>).

**IMPORTANT:** See Appendix I of this guide for a comprehensive overview of medical tests necessary for deployment, and medical conditions that will likely preclude deployment.

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Direct any questions regarding medical and dental requirements to the Medical Staff at Camp Atterbury (contact information below). **Do not** send any personal medical information or records to the CEW Program Office.

## Camp Atterbury Medical Staff Points of Contact

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RN, Camp Atterbury  
Medical Staff  
812-526-1499 ext. 62667  
Fax # 812-526-1380

Administrative/ Medical Specialist  
McKellar Corporation  
812-526-1499 ext. 61997

## Setting Up Your Medical Examinations

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1. Schedule your pre-deployment medical examinations at the nearest Military Treatment Facility (MTF), within the first five days of receiving your Welcome letter. (Go to <http://www.tricare.mil/mtf/> to find the MTF closest to you.)
2. Make the appointment with the Occupational Health division (The Occupational Health division is the section of the MTF that works with civilians).
3. Bring the following forms/paperwork with you to the appointment:
  - a. Your Offer Letter
  - b. Your Expedite Memo (sent to you by your CEW processor)
  - c. Appendix I of this Pre-Deployment Guide
  - d. The completed OF-178 form
4. Contact your CEW Processor if you need assistance completing the OF-178 form, or are not immediately successful in making the appointment with the MTF.
5. **Notify your CEW Processor as soon as you have scheduled an appointment at the MTF.**
6. If your pre-deployment physical is performed by a private (civilian) physician, bring forms DD 2808 and DD 2807-1 with you for the physician to complete.

**NOTE:** If you are not a permanent DOD employee, your CEW processor will work with you to schedule your examination appointments at the nearest MTF, and provide you with the necessary forms to take with you.

## Completing the Medical Examination Process

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1. E-mail or fax your completed medical evaluation documentation to the medical staff at Camp Atterbury **no later than 14 days prior to your arrival at Camp Atterbury.**
  - a. E-mail process: Write *your name* and *report date to Camp Atterbury*, the word *Medical* and *CEW* in the subject line. (Example: John Smith, 4-14-2013, Medical, CEW). Send to:
    1. CAJMTC RN, phone: 812-526-1499, ext. 62667
    2. Contracted Med LNO, phone: 812-526-1499, ext. 61997
  - b. FAX process: Combine all your medical documents into a single set and cover with the Privacy Act Cover Sheet included at the end of this Guide. Include a

subject line with your *name*, report date to Camp Atterbury, the word *Medical* and *CEW* included.

## OBTAINING YOUR OFFICIAL PASSPORT

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All deployees must have in their possession a valid official (no-fee; brownish-red) passport. An official passport differs from the more familiar tourist (blue cover) passport and the diplomatic (maroon) passport.

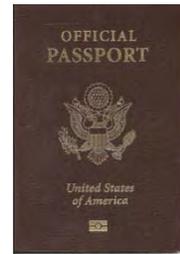
Your official passport must:

1. Have an expiration date of at *least 60 days or more past the last date of your deployment*. For example, if your last date of deployment is Jan 31<sup>st</sup>, 2015, then the expiration date on your official passport must be at least Jan 31<sup>st</sup>, 2014, or later.
3. Have the same name on it that appears on your Common Access Card (CAC).

If your official passport meets the above requirements, you do not need to obtain a new passport. Otherwise, you will need to procure a new passport. Your CEW Processor will guide you through the process.

Passports can be forwarded to:

Name \_\_\_\_\_ C/O CEW  
647 Gatling St.  
Edinburg, IN 46124



**Official U.S.  
Passport**

2.

**IMPORTANT:** Start the process of obtaining your official passport **immediately** upon receiving your Welcome Letter, if you do not already have one. We recommend that you process your official passport application directly through the CEW program office. Your CEW processor and the CEW passport agent will work directly with you to procure your passport, and visa, if necessary.

We recommend that deploying personnel have both valid official and tourist passports, for ease in traveling in foreign countries.

### Steps for Obtaining an Official Passport:

1. Review the information contained in your Welcome Letter/E-mail. It will contain detailed instructions for obtaining an official passport, based on the kind of passport you already have (including the scenario where you have never applied for a passport).
2. **Start the passport application immediately!**
3. Complete the Information Spreadsheet included in the e-mail, and submit to your CEW Processor.
4. Stay in contact with your CEW Processor, and provide him/her with the information required throughout the process.
5. You should submit the appropriate completed application forms to your CEW Processor within five days of receiving your welcome letter.

## Obtaining Your Kuwaiti Visa

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You must have a visa to enter and leave Kuwait. Obtaining your Kuwaiti visa is built into the travel process from Camp Atterbury (or other locations) to the APOD and Gateway (Al Mubarak Air Base).

Personnel who have completed their training at Camp Atterbury will fly directly to Al Mubarak Air Base. Upon arriving at the base, you will apply for your Kuwait entry visa.

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**IMPORTANT:** The facilities at this location are extremely limited, so it is important that you have the following in-hand when you debark:

- Official passport
  - Two (2) copies of the picture page of your passport (can be in color or in black/white)
  - A working pen
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You will be expected to immediately present your passport and your document copies upon debarking, so please retrieve these items prior to leaving the plane. There is no copying capability at Al Mubarak Air Base. **If you cannot show proof of the required documents upon arrival, you may be turned back and returned to the United States.** Other alternative consequences are that you will experience extensive delay or detainment.

Once you have disembarked from the plane and presented your documents, you will immediately be provided the Kuwait entry visa paperwork to complete. There will not be pens available; you must bring your own.

After completing the Kuwait visa paperwork, you will be shuttled to Camp Arifjan, where you will be briefed and scanned in. You will then submit your Kuwait visa to be stamped out of Kuwait, enabling you to move forward into Theater.

## TRAVEL INFORMATION

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As stated in your Welcome Letter/E-mail, you will be attending the residential training program at Camp Atterbury, Indiana. If you are a DOD employee, your home agency will provide you with travel orders/arrangements from your home to the training facility. Once you have completed your training at Camp Atterbury, you will travel directly to Baltimore-Washington International (BWI) Airport to board the rotator flight into theatre:

- Schedule your flight(s) to arrive at Indianapolis International Airport (IND) before **NOON on the first date of class.** If you are unable to arrive by this time on Saturday, schedule your flight(s) to arrive Friday evening and plan to stay in a nearby hotel, some suggestions are:
  - **Hilton Garden Inn (317)856-9100; Hampton Inn (317)856-1000; Crowne Plaza (317)244-6761**
  - **All offer free shuttle service to and from the airport**

If you stayed in a hotel the night prior you will link-up with the CEW facilitator at baggage claim 6 at the airport no later than (NLT) 1115 on Saturday with baggage ready to travel to Camp Atterbury.

- In addition to making travel arrangements to Camp Atterbury (IND), CEW personnel must also book their flight to BWI Airport. Schedule this flight to depart IND no earlier than 1000 hrs (10 am) on Saturday, the day after training is complete. (I.e. if training ends Friday, you should plan to depart INDs to BWI on Saturday). Please contact your Pre-Deployment Processor for further guidance.
- You will fly on a rotator flight from BWI into theater. Camp Atterbury personnel will make the MILAIR arrangements, to include scheduling your flight to theater and providing ground transportation.

- At the end of your deployment, you will be transported back to Camp Atterbury from theater (via MILAIR's "Freedom Flight") for the demobilization process on Camp Atterbury.

## Packing Information for Pre-Deployment Training and Theater Deployment

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When you agree to serve in theater, you will be able to take only a limited amount of region/activity-specific clothing with you for the 12-month period of deployment. Appendices III and IV will provide you with a practical checklist of appropriate clothing, and guidance on clothing items and sizing.

On your way to theater, you will attend the one- to two-week training program required by the theater commander. At Camp Atterbury training, you will be provided with the following:

- Three duffle bags to be used to transport all your clothing, equipment, and personal items that you will use while in theater.
- Authorized equipment is issued by the Central Issue Facility (CIF) at Camp Atterbury.

**NOTE:** If you do not need to draw equipment or uniforms (based on your duties in theater), you must bring a completed OCIE Exception Memo with you (signed by a GS15 or Colonel). A template for the memo is included in Appendix IV.

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The authorized equipment must be taken with you to theater. It weighs 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.)

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**NOTE:** Camp Atterbury has a mail room prepared to meet all shipping and packing needs for the purpose of shipping material home, and to theater. If you are shipping 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.

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## DEPLOYING CIVILIAN TRAINING REQUIREMENTS

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CEW deployees must participate in both 40 hours of on-line training courses and 10 days at a residential training program at Camp Atterbury. Your CEW Processor will help guide you through the process of completing the on-line training and preparing for the residential training program.

## On-line Training

Your on-line curriculum is presented through the AKO (Army Knowledge Online), JKO (Joint Knowledge Online), and other knowledge management websites. You must complete the 40 hours of on-line training prior to the first day of class at the Camp Atterbury facility.

### **Registration**

Most of the courses are accessed through the AKO and JKO websites. A few courses are on sites open to the public. DOD employees should use their CACs to log on to the AKO and JKO courses. Schedule A employee can register as Non-CAC students.

### AKO/JKO Access

You must have the latest security certificates installed on your computer. At this time AKO/JKO will not run correctly on Apple's Safari browser.

The sites were optimized for Internet Explorer. (You may find it helpful to try other browsers, such as Firefox or Chrome.) The following site will take you through the process of loading the latest certificates on your Windows computer.

1. Go to <http://militarycac.com>
2. Click on the Software & Install button at top of page; option buttons will load below it.



3. Select Option 3: **DoD Certificates**
4. Click on the **Download InstallRoot 3.16a from MilitaryCAC** link and follow instructions.
5. After you **RUN** this program, click **This program installed correctly**
6. Close, then re-open Internet Explorer.
7. Select **ALT+Tools+Internet Options**, then choose **SSL 2.0** and **TLS 1.0** from the Advanced Menu.
8. Click **OK**.
9. You may need to further adjust your internet settings; go to <http://militarycac.com/ako.htm> and review the instructions for help.

### AKO/JKO Registration

You must be registered with both AKO and JKO to access most of the courses:

AKO	<a href="http://www.us.army.mil">www.us.army.mil</a>	<ul style="list-style-type: none"> <li>• Click on "I Accept" on the home page and follow the instructions to register on the next page.</li> <li>• If you are a Schedule A employee, you will need a sponsor to register with AKO. Your CEW Processor will assign you a sponsor once you have received your Firm Offer.</li> <li>• If you encounter problems registering (system freezes, error messages), contact the AKO Help Desk at 1-866-</li> </ul>
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		<p>335-2769. Problems with registration are common.</p> <ul style="list-style-type: none"> <li>If you are unable to complete the AKO registration process despite all efforts, you will still be able to complete a number of the courses through an open website (see below, under <b>On-Line Courses</b>). Those courses not available can be completed at Camp Atterbury.</li> </ul>
JKO	<a href="http://jko.jfcom.mil">http://jko.jfcom.mil</a>	Follow the instructions for registering. The JKO website will walk you through the registration process.

### **Course Completion Certificates**

**YOU MUST PRINT, SIGN, AND SAVE A COMPLETION CERTIFICATE FOR ALL THE REQUIRED ON-LINE COURSES.** Every course has a way to print a completion certificate. Some print them automatically and others require that you go to a specific page to view and print the certificate. (Courses taken through the JKO website also have a certificate-printing tool through the **My Atlas** tab.) Make sure you print a completion certificate for every course and **HAND CARRY EVERY CERTIFICATE WITH YOU TO CAMP ATTERBURY.** You will not receive credit for taking these courses if you cannot present a printed and signed certificate to the Camp Atterbury personnel.

**NOTE:** If you cannot print the certificate as instructed, use the Print Screen function on your computer (Ctrl + Alt + Print Screen) to take a screenshot of the certificate and then paste the image into a Word or PowerPoint document.

### **On-Line Courses**

#### **Theater Specific Individual Readiness Training (TSIRT)**

All personnel are required to complete the Theater Specific Individual Readiness Training (TSIRT) before coming to IRDO. Copies of all certificates must be printed and placed in a separate folder and brought to IRDO as part of their deployment packet. To access this training follow the hyperlinks below starting on page 2:

- **Non-AKO Training Website:**

[Theater-Specific Individual Readiness Training Course](#) (This site is for sister service members and civilians without an AKO account. Not all pre-certification is available at this unsecured site. Remaining tasks are completed at IRDO.)

These lessons are designed as self-paced instruction and should all be completed before you arrive at IRDO. Some are packaged instruction and some are PowerPoint slide presentations. The slide presentations have the instructor notes imbedded with the sides. You must save the briefings to another drive or storage device to access the note material, as they will not appear when viewed within a browser. Open the saved briefing file in PowerPoint and on the Menu Bar select View and then Note Pages to see the notes for each slide.

When you finish each module, you will get access to a certificate of completion. Some of the certificates are generated by that course while others are linked from the end of the course. You must print out the certificate associated with each course to receive credit, as it is

confirmation that you had taken that module. Sign and keep all of the certificates and present them once you arrive at IRDO. If you cannot get certificates to print, utilize the "Print Screen" button or "Alt+Print Screen" and paste into PowerPoint to print.

You should begin by reviewing the system requirements lesson below. Ensure that you have all the required programs loaded and active on your computer before you begin. You must allow blocked content (i.e., turn off Pop-Up Blockers within your browser) on your computer to take these lessons.

**Below are the hyperlinks for all the FORSCOM Pre-Deployment TSIRT on-line courses:**  
**Use this as your checklist.**

\_\_\_\_\_ [Level 1 Antiterrorism Awareness Training - \(2hr\)](#) Course # JS-US007-14. Sign-in using your Common Access Card and then select the "COURSE CATALOG" tab. Type in JS-US007-14 and search for Level 1 Antiterrorism Awareness Training - (2hr). Please then enroll in course and launch when ready. Individuals should bring their certificate of completion with them to the deployment center.

\_ [553G D01 Virtual Mission Preparation Course \(OPSEC\)](#): log into the CAR web page with your Common Access Card (CAC). Using the search box type in the following **553G D01 Virtual Mission Preparation Course OPSEC** and click blue hyperlink for course. Then click the View button at the bottom of the page and complete course, printing certificate at the end.

\_\_\_\_\_ [553G D01 Virtual Mission Preparation Course \(Force Protection\)](#): log into the CAR web page with your Common Access Card (CAC). Using the search box type in the following **553G D01 Virtual Mission Preparation Course Force Protection** and click blue hyperlink for course. Then click the View button at the bottom of the page and complete course, printing certificate at the end.

\_\_\_\_\_ [Threat Awareness and Reporting Program \(TARP\)](#) \*Training is now available on the Army Learning Management System (ALMS) for the newly structured AR 381-12 program. Search by title, Threat Awareness and Reporting Program (TARP). This class is also given in person if you cannot access the online training module.

\_\_\_\_\_ [553G D01 Virtual Mission Preparation Course \(Hot/Cold Weather Injury Prevention\)](#): log into the CAR web page with your Common Access Card (CAC). Using the search box type in the following **553G D01 Virtual Mission Preparation Course (Hot/Cold Weather Injury Prevention)** and click blue hyperlink for course. Then click the View button at the bottom of the page and complete course, printing certificate at the end.

\_\_\_\_\_ [SERE 100.1 Level A Code of Conduct Training Course](#) J3TA-US022-Survival, Evasion, Resistance, and Escape (SERE) 100.1 Level A Code of Conduct Training Course. Completion of All personnel must complete SERE 100.1 Level A Code of Conduct Training Course training is required for all personnel, every 12-months or before deployment, whichever comes first. Select "TAKE COURSES" button from the JKO home page to find J3TA-US022, SERE 100.1 Level A Code of Conduct. Individuals should bring their certificate of completion with them to the deployment center.

[Sexual Harassment/Assault Response Prevention Training Course \(FY14\)](#) search the title and launch each module from the Execute Training tab. You will need to click on the plus sign to expand the class and launch the course.

\_\_\_\_\_ [Suicide Prevention](#)

\_\_\_\_\_ [Combat Trafficking in Persons](#)

\_\_\_\_\_ [General Orders](#)

\_\_\_\_\_ [553G D01 Virtual Mission Preparation Course \(Report Intelligence Information\)](#): log into the CAR web page with your Common Access Card (CAC). Using the search box type in the following **553G D01 Virtual Mission Preparation Course (Report Intelligence Information)** and click blue hyperlink for course. Then click the View button at the bottom of the page and complete course, printing certificate at the end.

\_\_\_\_\_ [Fraternization Policy \(Extract AR 600-20\)](#)

\_\_\_\_\_ [Cultural Awareness Training](#) (Country/Region specific dependent upon destination). In the Countries in Perspective (CIP) section click on the country in which you will be deploying. After the "Assessment" at the top, the certificate print out will request for the name of trainee for proper documentation. It does not record any activity, so make sure that you keep a hard copy for your records. **Completed at MUTC**

[Country Orientation Brief](#) – Overview of Politics, Military, Culture, Religion and Economies. **Self-paced no certificate necessary.** Choose destination country and review for current situational awareness.

[Intro to Biometrics Collection Systems \(Biometrics Automated Toolkit/BAT\)](#) – Introduction to Biometrics Automated Toolkit (BAT). ALMS log in required (CAC/PIV or, username and password). Use "Course Search" tab and search for "BIOMETRIC". Register for the course and complete within 15 minutes. Certificate available upon completion. If problems occur, closeout the web browser and clear the cache and internet history then try again for enrollment.

All personnel are required to provide evidence that they have successfully completed **Cyber Awareness Challenge**, which has replaced Information Assurance Awareness (IAA) training, to obtain network and email access in theater. Sources for the course include [Fort Gordon's web site](#) or the [Defense Information Systems Agency \(DISA\) public web site](#).

[Accident Avoidance](#) - ARNJ7-US021-Accident Avoidance Course. Sign-in using your Common Access Card and then select the "COURSE CATALOG" tab. Type in ARNJ7-US021 and search for Accident Avoidance. Please then enroll in course and launch when ready. Individuals should bring their certificate of completion with them to the deployment center.

[ISOPREP](#) All personnel are required to provide evidence that they have successfully completed the Personnel Recovery Training. All personnel traveling OCONUS must complete a Pre-OCONUS Travel File Program Survey (PRO-file) also known as a DD Form 1833 ISOPREP. This link is only accessible on a .mil or .gov web domain.

## **CENTCOM Specific Theater Entry Requirements in addition to FORSCOM list**

[USCENTCOM Moderate Risk of Isolation Theater Preparation Brief \(FOUO\)](#) All personnel are required to review the self-administered briefings prior to deployment regarding Risk of Isolation. All personnel deploying to USCENTCOM are categorically considered a Medium Risk.

- **Step 1:** Click on USCENTCOM Moderate Risk of Isolation Training link above. Click “Accept” button to Login to AKO.
- **Step 2:** If you are a new user you must register on JKO first by clicking the “New User” button. If you are registered, click on the “Enter JKO” button.
- **Step 3:** Click the “Courses” button on left hand side.
- **Step 4:** Under Course Catalog Tab, type “Isolation” in the title field and click Apply Filters button.
- **Step 5:** Click on CEN-2012-001 USCENTCOM Moderate Risk of Isolation Theater Preparation Brief link to launch the course.

### **COIN-Completed at MUTC**

- ~~**Step 1:** Click on COIN link above. Click “Accept” button to Login to AKO.~~
- ~~**Step 2:** If you are a new user you must register on JKO first by clicking the “New User” button. If you are registered, click on the “Enter JKO” button.~~
- ~~**Step 3:** Click the “Courses” button on left hand side.~~
- ~~**Step 4:** Under Course Catalog Tab, type “Counterinsurgency” in the title field and click Apply Filters button.~~
- ~~**Step 5:** Click on J3OP-US624 Counterinsurgency link to launch the course. You will receive a certificate when completing the course. If you have any questions please contact the COIN center at [COIN Center at Leavenworth](#) (Completed at MUTC)~~

### **Cross Domain Violation (CDV) (NOTE: Class is half way down the page just right of Center)**

Effective immediately, all individuals/units deploying to the USCENTCOM AOR with access to NIPR, SIPR, SIPR REL, and or Coalition Networks will have an understanding of the authorized nations per network, the information authorized for sharing and the appropriate classification caveats. All individuals/units will have an understanding of the ramifications and action to take when a discharge of classified information or cross-domain violation occurs.

#### **Self-paced no certificate – Mandatory**

**Discharge of Classified Information (DCI) (NOTE: Class is half way down the page just right of Center)** Effective immediately, all individuals/units deploying to the USCENTCOM AOR with access to NIPR, SIPR, SIPR REL, and or Coalition Networks will have an understanding of the authorized nations per network, the information authorized for sharing and the appropriate classification caveats. All individuals/units will have an understanding of the ramifications and action to take when a discharge of classified information or cross-domain violation occurs. **Self-paced no certificate – Mandatory**

## Residential Training

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The CEW program includes a mandatory residential training program for DoD civilians deploying overseas. The standard program is a two-week curriculum consisting of classroom courses and field exercises. Week one schedule is conducted at the Camp Atterbury Joint Maneuver Training Center (CAJMTC) in Edinburgh, Indiana. Week Two training is conducted at the Muscatatuck Urban Training Complex (MUTC) in Butlerville, Indiana. **This training cannot be waived.**

The two-week training program is offered once a month throughout the year.

### ***CEW Training Program: Week One – Camp Atterbury***

Material covered in the training conducted at Camp Atterbury includes information on mobilization, validation of on-line training, pre-deployment processing, and preparation for serving within the military. Week One training is essential for providing deployees 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 hall, gym, Post Exchange, library, chapel, post office, classrooms, and other morale, welfare, and recreation (MWR) activities.

While at Camp Atterbury, students will be issued three duffle bags to take to theater, and containing required equipment, from the CA CIF.

### ***CEW Training Program: Week Two – Muscatatuck***

Week Two of training is conducted at Forward Operating Base (FOB) Panther at MUTC. Students will spend seven 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. The FOB does not contain the type of amenities found at CA (laundry facilities, Post Exchange, etc.) and deployees should prepare themselves for this environment and ensure that they bring appropriate clothing and personal necessities that will last throughout the period.



***Muscatatuck Urban Training Complex.***

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**NOTE:** 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 with them.

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Week Two training consists of classroom instruction and practical application exercises, concluding 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).



*MUTC Quarters*

Throughout Week Two, 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 (MUTC) Facts**

- No ATM, PX or post office available
- No laundry facilities (we will have the opportunity for laundry Tues only (\$.50 per lb), cash only, usually finished Wed afternoon.
- Linen 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 eye protection (issued) and gloves
- WiFi available in the classroom only (available 24/7)

# APPENDIX I: MEDICAL AND DENTAL REQUIREMENTS FOR DEPLOYMENT

## ANNEX II: CAMP ATTERBURY MEDICAL PREREQUISITES – UPDATED 22 JANUARY 2013

In order to expedite mobilization, it is required that the Camp Atterbury (CA) Medical Staff receive all your completed medical forms and documentation at least 14 days in advance of your arrival at Camp Atterbury. You can FAX or scan/e-mail these documents to the following:

FAX your copies to: 1-812- 526-1380 (Be sure to use a cover sheet when faxing medical information.)

### Quick Reference Checklist

HISTORY AND PHYSICAL (WITHIN 1 YEAR)	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>If pre-deployment physical performed at a Military Treatment Facility (MTF), use form <b>OF 178</b> (certification of medical examination) form.</li> <li>If pre-deployment physical performed by private (civilian) physician, use forms <b>DD 2808</b> (report of medical examination and <b>DD 2807-1</b> (report of medical history).</li> </ul>
<b>Labs: Abnormal Results May Require Repeat of Lab Test</b>	
All laboratory tests must be completed within 90 days of reporting to Camp Atterbury	
<input type="checkbox"/>	<b>UA: Urinalysis.</b> <ul style="list-style-type: none"> <li>Test must be typed (not handwritten).</li> <li>Must show color, specific gravity, glucose, bilirubin, ketones, blood, pH, protein, nitrites, and leukocytes).</li> </ul>
<input type="checkbox"/>	<b>CMP</b> <ul style="list-style-type: none"> <li>Complete metabolic panel.</li> <li>If glucose is abnormal, hemoglobin A1c is required.</li> </ul>
<input type="checkbox"/>	<b>HEMOGLOBIN A1C</b> <ul style="list-style-type: none"> <li>If applicable: must be &lt;7.0.</li> <li>If non-diabetic and is over 6.4, further testing, treatments, and deployability issues should be addressed by primary care physician.</li> <li>Glucose test results greater than 110 will require hemoglobin A1c.</li> </ul>
<input type="checkbox"/>	<b>CBC</b> <ul style="list-style-type: none"> <li>Complete blood count.</li> </ul>
<input type="checkbox"/>	<b>HIV</b> <ul style="list-style-type: none"> <li>Within 120 days of reporting to Camp Atterbury.</li> </ul>
<input type="checkbox"/>	<b>DNA</b> <ul style="list-style-type: none"> <li>Must be taken at CAJMTTC.</li> </ul>
<input type="checkbox"/>	<b>G6PD</b> <ul style="list-style-type: none"> <li>Require formal documentation of results.</li> </ul>
<input type="checkbox"/>	<b>Blood type</b> <ul style="list-style-type: none"> <li>Require formal documentation of blood type.</li> </ul>
<input type="checkbox"/>	<b>Lipid Panel</b> <ul style="list-style-type: none"> <li>Must be completed if 40 or older <b>OR</b> if an individual of any age has had problems identified in these areas.</li> <li>Results cannot exceed the following: total cholesterol &lt; 240; LDL&lt;160; triglycerides&lt;500.</li> </ul>
<input type="checkbox"/>	<b>EKG</b> <ul style="list-style-type: none"> <li>Must be completed if 40 or older <b>OR</b> if an individual of any age has had problems identified in these areas.</li> <li>Must be done within 90 days of mobilizing.</li> </ul>
<input type="checkbox"/>	<b>PSA</b> <ul style="list-style-type: none"> <li>Must be completed if 50 or older <b>OR</b> if an individual of any age has had problems identified in these areas.</li> <li>Must be tested if history of prostate cancer, BPH, or use of medications relating to BPH.</li> </ul>
<input type="checkbox"/>	<b>Vision</b> <ul style="list-style-type: none"> <li>Submit completed DD Form 771 <b>OR</b></li> <li>Submit prescription from Optometrist.</li> <li>Do not wear contact lenses while going through medical processing.</li> </ul>

<input type="checkbox"/>	<b>Hearing</b> <ul style="list-style-type: none"> <li>• Having hearing test within a year of reporting to Camp Atterbury.</li> <li>• Submit completed DD form 2215 <b>OR</b> form 2216.</li> <li>• If H3 is a SPRINT, test is needed for waiver.</li> </ul>
<b>IMMUNIZATIONS</b>	
	<b>Immunizations must all be completed before arrival. Immunizations must be current; 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 while on leave or overseas.</b>
<input type="checkbox"/>	<b>Hepatitis A:</b> 1 <sup>st</sup> dose, 2 <sup>nd</sup> dose after 6 months.
<input type="checkbox"/>	<b>Hepatitis B:</b> 1st dose, 2 <sup>nd</sup> dose after 30 days, 3 <sup>rd</sup> dose after 5 months or titer.
	<b>MMR</b> <ul style="list-style-type: none"> <li>• Measles, mumps, and rubella</li> <li>• 1 dose: If no documentation of vaccine, either a titer or vaccine required.</li> </ul>
<input type="checkbox"/>	<b>Seasonal Influenza:</b> 1 September through 31 May.
<input type="checkbox"/>	<b>Typhoid:</b> within 2 years of reporting to Camp Atterbury. <ul style="list-style-type: none"> <li>• Oral Typhoid: within 5 years of reporting to Camp Atterbury.</li> </ul>
<input type="checkbox"/>	<b>Tetanus</b> <ul style="list-style-type: none"> <li>• <b>TDAP</b> is required once.</li> <li>• Continue with <b>TD</b> every 10 years.</li> </ul>
	<b>Varicella</b> <ul style="list-style-type: none"> <li>• Chicken pox.</li> <li>• 1<sup>st</sup> dose, 2<sup>nd</sup> dose after 30 days <b>OR</b></li> <li>• Laboratory results showing a <b>Varicella titer</b> showing immunity. Must have documentation from a childhood provider or is documented by an immunization (shot) record by a provider.</li> </ul>
<input type="checkbox"/>	<b>Tuberculosis Skin Test</b> <ul style="list-style-type: none"> <li>• Often referred to as PPD, to TB tine.</li> <li>• Quantiferon Gold, a lab test, is acceptable.</li> <li>• Bring actual lab result completed within 90 days of arrival. If past positive, radiology report from a bi-lateral chest x-ray is needed for a waiver within the last 90 days.</li> </ul>
<input type="checkbox"/>	<b>Smallpox:</b> done at CA.
<input type="checkbox"/>	<b>Polio (IPV)</b> <ul style="list-style-type: none"> <li>• Documentation of vaccine.</li> <li>• If negative titer #3 or no history IPV, needs 1 IPV dose of vaccine.</li> </ul>
<b>SPECIFIC CONDITIONS <i>If needed</i></b>	
<input type="checkbox"/>	<b>History of Respiratory Problems:</b> Pulmonary function test may be required.
<input type="checkbox"/>	<b>Sleep Apnea</b> <ul style="list-style-type: none"> <li>• Split sleep study.</li> <li>• Within 12 months, 30 day compliance, CPAP and battery backup.</li> </ul>
<input type="checkbox"/>	<b>Abnormal EKG, Cardiac Issue, or Framingham 15% or Greater:</b> stress testing recommended.

## 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.*
- *Bring a **180-day supply** of all of your routine prescription medications with you.*
- *If you wear eyeglasses, bring at least two pair with you and show them to the optometry staff. Contact lenses are **not** authorized for wear in the CENTCOM Theater.*

### HISTORY AND PHYSICAL

- Required within 1 year of deployment/CENTCOM Mod 11, 15.C.2.C
- If pre-deployment physical performed at a Military Treatment Facility (MTF) use form **OF 178** (certification of medical examination) form.

- If pre-deployment physical performed by private (civilian) physician, use forms **DD 2808** (report of medical examination and **DD 2807-1** (report of medical history).

## LABS

**Results must be typed; handwritten results are not acceptable.** Abnormal results may need to be repeated or, if still abnormal, require consultation with specialist and supporting testing.

- **Urinalysis**
  - Results must be typed; they may not be handwritten
  - Results must show color, specific gravity, glucose, bilirubin, ketones, blood, pH, protein, nitrites, and leukocytes
- **Complete metabolic panel (CMP)**
- **Glucose**
  - Glucose (blood sugar) must be 110 or below.
  - If above 110, hemoglobin A1C is required.
  - If non-diabetic and is over 6.4, further testing, treatments, and deployability issues should be addressed by primary care physician.
  - If known diabetic, must be below 7.0.
  - If unknown diabetic and is above 6.4, further testing may be required.
  - Known diabetics must have test within 90 days of arrival.
- **Complete blood count (CBC)**
  - White blood count (WBC), red blood count (RBC), hemoglobin, hematocrit, MCV, MCH, MCHC, RDW, RDW, platelets
- **HIV**
  - The HIV laboratory test document must be **negative**, taken within 120 days of arrival at Camp Atterbury, and must be typed, not hand-written.
  - Oral HIV testing can **NOT** be accepted.
  - ***Deployment is not allowed if selectee is HIV positive.***
- **DNA**
  - May be drawn at Camp Atterbury if not already on file
- **G6PD**
  - Blood test; require formal documentation of results.
- **Blood type**
  - Require formal documentation of blood type.
- **Lipid panel**
  - Cholesterol and triglycerides
  - Must be taken within 90 days of arrival
  - Required of all personnel
  - Must include total cholesterol, low density lipoprotein (sometimes referred to as “the bad cholesterol”), and triglycerides
  - Levels cannot exceed the following: total cholesterol 240, triglycerides 500, LDL 160. Anyone at any age treated for hyperlipidemia must have a lipid panel within the ranges above.
- **EKG**
  - Required of all personnel over the age of 40.
- **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 over the age of 40
  - The result of this test cannot exceed 15% to be considered deployable. Use the following sites:
    - Framingham Risk Assessment w/o Diabetes (<http://hp2010.nhlbi.nih.net/atpiii/calculator.asp>)

- FRAMINGHAM RISK ASSESSMENT WITH DIABETES (takes diabetes into account and the parenthetical can read “with diabetes”) <http://www.uptodate.com/contents/calculator-10-year-risk-of-developing-cardiovascular-disease-in-men-patient-information>

## 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 will order inserts for you.
- Completed DD Form 771 (Eyewear Prescription) **OR**
- Prescription from optometrist (within 1 year of deployment)

## 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).
- SPRINT is available at military medical treatment facilities. HINT is the civilian equivalent
- Hearing tests (audiograms) conducted during the physical must be documented with actual readings and validating information (See **Sensory Disorders**, page 8 below.) “X” is not a valid reading.

## IMMUNIZATIONS

- Except as noted, 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.
- Required vaccinations NOT provided by the military
  - 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 to check Immunity\*
  - Polio (IPV)\*
  - 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)
    - Documented proof of having had the vaccination on an immunization record, **OR** documentation from a childhood provider. If neither may receive a vaccine booster or laboratory result showing a Varicella Titer
  - 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 of arriving at Camp Atterbury in order to qualify for CENTCOM waiver

\*If not completed prior to reporting to Camp Atterbury, you will incur an out-of-pocket expense to receive this vaccination offsite.

## VACCINATIONS OFFERED AT GOVERNMENT EXPENSE AND IF REQUIRED BY CONTRACT

- Anthrax
- Smallpox
- Rabies

## MEDICATIONS

- List ALL medications and allergies
- Must have a 180 day supply of medication OR reliable means to obtain refills

## DENTAL

- Completed DD Form 2813 (Department of Defense Active Duty/Reserve Forces Dental Examination)

- Must show you as a Dental Class 1 or 2
- 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**

- Deployees who have a condition, as described in Central Command (CENTCOM) Modification 11, Tab A as a "condition generally precluding deployment" must have a complete waiver, signed by the CENTCOM Surgeon's Office.
- If your local MTF has submitted a waiver through CENTCOM, you must send the signed waiver to the CA Medical Staff and hand-carry a copy with you to Camp Atterbury.
- If a condition is found at CA Medical Processing that the deployee was unaware of, and it is a waivable condition listed in the table below, CA Medical Staff will submit for that specific waiver on behalf of the deployee and his or her organization.

## **Top Reasons for Non-Deployability or Delay in Deployment**

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#### **OBSTRUCTIVE SLEEP APNEA (OSA)**

- Must have a thirty-day compliance report from machine
  - Must have 75 % percent compliancy score for greater than 4 hours
  - At least four hours per night for 30 days on average
- Must bring machine and battery back-up to Camp Atterbury for inspection
- Split Sleep study within 12 months

#### **BODY MASS INDEX (BMI)**

- Greater than 40 (link to BMI Calculator: <http://nhlbisupport.com/bmi/> )
- Greater than 35 with co-morbidities such as:
  - Diabetes, obstructive sleep apnea, heart disease, joint disease

#### **POSITIVE PPD**

- Must have a waiver
- Must have chest X-ray less than 90 days old
- Proof of counseling
- Or proof of Latent TB treatment by medication for 9 months.

#### **NON-DIAGNOSED DIABETIC, NEWLY DIAGNOSED, OR PRE-DIABETIC**

- Non-Diagnosed or Pre Diabetic: Has a hemoglobin A1C of 6.5 or greater
- Needs physician's consult of diagnosis, prognosis, treatment plan, medications if needed
- Newly Diagnosed: Must have a hemoglobin A1C less than 7.0

#### **ABNORMAL EKG OR FRAMINGHAM GREATER THAN 15%**

- May need stress testing to clear these issues and/or cardiologist consult

#### **ABNORMAL ASTS AND ALTS 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 ABC antibody profile

#### **HEMATURIA (BLOOD IN URINE)**

- After repeat of urinalysis with abnormal results may need consultation and testing from an urologist

## **ABNORMAL LABS**

- Must have specialist diagnosis, treatment plan, and medications (if needed), deploy ability to an austere environment for the period of the LOA or Orders without need for follow up, and any further testing.
- Must have a letter typed with letterhead outlining the above finding

## **Conditions Generally Precluding Deployment**

The conditions listed on the following pages will disqualify civilian personnel from deploying. The CENTCOM Surgeon's office will entertain waiver requests for any condition, and the request will be either approved or denied. The CA Medical Staff can submit waivers on behalf of deployees. If deploying personnel come to Camp Atterbury with conditions precluding deployment but without the required approved waiver, they may be delayed in deploying. It is always best to have the waiver submitted and approved before coming to Camp Atterbury.

### ***Conditions Generally Precluding Deployment***

#### **General Conditions/Restrictions**

- Conditions that prevent the wear of personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments
- Conditions that prohibit required theater immunizations or medications
- Any medical condition that requires frequent clinical visits or ancillary tests, that fails to respond to adequate conservative treatment, necessitates significant limitation of physical activity, or constitutes increased risk of illness, injury or infection
- Any unresolved acute illness or injury that would impair one's duty performance during the duration of the deployment
- Any medical condition that requires durable medical equipment or appliances or that requires periodic evaluation/treatment by medical specialists not readily available in theater

#### **Conditions Affecting Force Health Protection**

- Physical or psychological conditions causing inability to effectively wear PPE
- Conditions that prohibit immunizations or the use of FHPPPs required for deployment

#### **Unresolved Health Conditions Requiring Care or Affecting Performance**

- Any chronic medical condition requiring frequent clinical visits, fails to respond to adequate conservative treatment, or necessitates significant limitation of physical activity
- Absence of dental exam in past 12 months
- Pregnancy
- Condition requiring durable medical equipment or appliances, or periodic evaluation or treatment by medical specialists not readily available in theater
- Heat stroke - history of heat stroke, no multiple episodes, no persistent sequelae or organ damage and no episode within past 24 months
- Meniere's disease or other vertiginous/motion sickness disorders, unless well controlled on meds available in theater
- Unresolved acute or chronic illness or injury that would impair duty performance
- Cancer requiring continuing treatment or evaluations
- Precancerous lesions requiring treatment and/or evaluation, but not treated or evaluated
- Any medical condition requiring surgery or for which surgery has been performed and requires rehab or additional surgery to remove devices
- Recent surgery requiring follow up during deployment, or surgeon has not cleared/released
- Surgery (open or laparoscopic) within 6 weeks of deployment
- Renolithiasis - recurrent or currently symptomatic
- Musculoskeletal condition that significantly impairs performance
- Obstructive Sleep Apnea (OSA) of any severity, if symptomatic despite treatment

- OSA with AHI and/or RDI > or = 30/hour post treatment
- OSA with AHI and/or RDI < 30/hour post treatment does not require waiver except to Afghanistan or Yemen
- OSA, Mild (AHI and/or RDI < 15/hour with or without CPAP treatment is deployable)
- Acute exacerbation of a physical or mental health condition that could significantly affect duty performance

#### **Conditions That Could Cause Sudden Incapacitation**

- Recurrent loss of consciousness for any reason
- Any medical condition that could result in sudden incapacitation
- Stroke within past 24 months
- Seizure disorders - either within past year or on anticonvulsants, if stable must be seizure free for 6 months
- Diabetes mellitus type I or II on pharmacotherapy with A1C less than 7.0
  - Type 1 diabetes or insulin requiring type 2 diabetes
  - Type 2 diabetes, on oral agents only, with no change in meds in past 90 days, A1C < 7.0
    - Framingham 10 year > 15% WAIVER REQUIRED
    - Framingham 10 year < 15% NO WAIVER REQUIRED

#### **Pulmonary Disorders**

- Asthma with forced expiratory volume-1 (FEV-1) of less than or equal to 50 percent of predicted FEV-1 despite appropriate therapy and that has required hospitalization at least 2 times in the last 12 months, or requires daily systemic (not inhaled) steroids

#### **Infectious Disease**

- Active TB
- Latent TB - negative chest X-ray within 90 days of deployment, documentation of counseling
- Active known transmittable blood-borne disease - include full test panel including all antigens, antibodies and viral load
- HIV positive with presence of progressive clinical illness or immunological deficiency

#### **Sensory Disorders**

- Hearing loss - individual must have sufficient unaided hearing to perform duties safely, within IAW Service guidelines. Hearing aids do not preclude deployment
  - Hearing level no greater than 30dB for either ear with no individual level greater than 35dB at these frequencies and no greater than 55dB at 4000 Hz
  - Hearing level no greater than 30dB at 500 Hz; 25dB at 1000 and 2000 Hz; and 35dB at 4000 Hz in the better ear
- Vision loss - Best corrected visual acuity must meet job requirements to safely perform duties
- Refractive eye surgery - determination by ophthalmologist or optometrist that treatment is complete
- Ophthalmic steroid drops post procedure
- Photorefractive Keratectomy - non deployable for 90 days post-PRK, 30 days post-LASIK
- Tracheostomy or aphonia

#### **Cardiovascular Disorders**

- Hypertension, controlled and stable 90 days ( Single episode hypertension found on predeployment physical should be accompanied by serial blood pressure checks to ensure hypertension is not persistent)
- Symptomatic coronary artery disease
- MI within last year
- Cardiac dysrhythmias or arrhythmias, either symptomatic or requiring medical or electrophysiologic control
- Coronary artery bypass graft in last year
- Coronary artery angioplasty in last year
- Carotid endarterectomy in last year
- Other arterial stenting in last year
- Aneurysm repair in last year
- Heart failure
- Hyperlipidemia controlled with meds regimen, stable for 90 days (TC < 240, LDL < 160, Trig < 500)
- Morbid obesity

- BMI > 40
- BMI > 35 with serious comorbidities like diabetes, OSA, cardiomyopathy, joint disease

### Mental Health Disorders

- Psychotic or bipolar disorders
- Psychiatric disorders under treatment with fewer than 3 months of demonstrated stability
- Clinical psychiatric disorders with residual symptoms that impair duty performance
- Mental health conditions that pose a substantial risk for deterioration or recurrence of impairing symptoms in the deployed environment
- Substance abuse disorders not in remission
- Chronic medical conditions requiring ongoing treatment with antipsychotics, lithium, or anticonvulsants

### Medications

- Therapeutic anticoagulants:
  - warfarin
- Platelet aggregation inhibitors or reducing agents:
  - clopidogrel
  - anagrelide
  - dabigatran
- Hematopoietics:
  - filgrastim
  - sargramostim
  - erythropoietin
- Antihemophilics:
  - actor VIII
  - Factor IX
- Antineoplastics:
  - antimetabolites:
    - methotrexate
    - hydroxyurea
    - mercaptopurine
  - alkylators:
    - cyclophosphamide
    - melphalan
    - chlorambucil
  - antiestrogens:
    - tamoxifen, etc.
  - aromatase inhibitors:
    - anastrozole
    - exemestane, etc.
  - medroxyprogesterone (except as contraception):
    - interferons
    - etoposide
    - bicalutamide
    - bexarotene
    - oral tretinoin (Vesanoid)
- Immunosuppressants (chronic systemic steroids)
- Biologic response modifiers (immunomodulators):
  - abatacept
  - adalimumab
  - anakinra
  - etanercept
  - infliximab
  - leflunomide, etc.
- Anti-psychotics (except quetiapine "Seroquel" 25 mg at bedtime for sleep):
- Antimanic (bipolar) agents:
  - lithium, etc.
- Anticonvulsants: (except those listed below)  
NO WAIVER REQUIRED:
  - Valproic acid:
    - Depakote, Depakote ER, Depacon, etc.
  - Carbamazepine:
    - Tegretol
    - Tegretol XR, etc.
  - Varenicline:
    - Chantix
  - Opioids, opioid combination drugs, or tramadol, chronic use
  - Insulin and exenatide (Byetta)

## APPENDIX II: PERSONNEL PREREQUISITES CHECKLIST

DOD Civilians must report to their servicing Civilian Personnel Office (CPO) to prepare and provide updated beneficiary forms for proper distribution.

DOD Civilians will hand-carry copies of their completed beneficiary forms and other documents shown below to Camp Atterbury as part of their deployment packet:

Name/Title	Form #	Description
Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS)	SF-2808 or SF-3102	Designation of Beneficiary form
Federal Employees Group Life Insurance (FEGLI)	SF-2823	Designation of Beneficiary form  Employees deploying in support of contingency operations, who previously waived FEGLI coverage, are eligible to apply for Basic coverage outside an open season, without experiencing a qualifying life event, and without providing medical information. Those that have Basic coverage, or are electing it, may also elect Option A coverage and/or Option B coverage.
Unpaid compensation (final pay and unused leave)	SF-1152	Designation of Beneficiary form
Thrift Savings Plan (TSP), if applicable	TSP 3	Designation of Beneficiary form
Federal Employees Compensation Act Death Gratuity Payment (Iraq and Afghanistan) (\$100,000)	CA 40	Designation of Recipient Form  Original CA 40 form must be placed in the official personnel file of home of record.
Bi-Weekly Premium Pay Limitation Waiver Memorandum		Receive from organization supervisor or personnel appointing authority.  The memorandum must be provided to their servicing CPO for processing in the Defense Civilian Personnel Database System (DCPDS).
USCENTCOM Increased Annual Limitation Waiver		Must be submitted to servicing CPO in accordance with the organization's process and procedures.
Foreign Allowances Application, Grant and Report  Addendum/Foreign Locator Record	SF-1190, dated 07 2009	For submission for foreign entitlements (Danger Pay, Post (Hardship) Differential, and Separate Maintenance Allowance (if applicable; TCS only)) upon arrival in theater. Forms must be approved by the supervisor in theater and can be submitted after the first 4 hours in theater. Forms must be submitted with any location change to avoid a debt, i.e. R&R Leave. Employee must ensure they know their home station's processing procedures for submission of the entitlements, as they vary.
DOD Civilian Employee Overseas Emergency-Essential Position Agreement	DDF-2365	Employees must complete and sign, obtain supervisors signature, and provide a copy to their service CPO.
Deployment Travel Orders		Employees must have at least five copies documenting their deployed country and length of deployment, LOA, or 1610.

Name/Title	Form #	Description
DOD Geneva Conventions Accompanying Forces Common Access Card (CAC)		This CAC will be issued at Camp Atterbury. If a CAC is obtained from the local ID Card Office, expiration date must be no less than 30 days <u>after</u> the project redeployment date. The Geneva Convention category will be in accordance with DODI 1000.1, Attachment 1 to Enclosure 3, Table of Military and Civilian Equivalent Grades for Prisoner of War Identification.
Identification Tags		Employees will be issued two ID tags at Camp Atterbury.
Family Care Plan		Single employees/parents who are; dual military/ Emergency Essential (E-E) couples with dependents; or E-E civilian personnel who otherwise bear sole responsibility for the care of children under the age of 19; or other personnel with family members who are unable to care for themselves in the absence of the member or E-E employee, in accordance with DoD Directive 1342.17, December 30, 1990, which establishes policy, assigns responsibilities and prescribes procedures on the care of family members.
Department of the Army Pamphlet (DA PAM) 690-47, Appendix D, Family Deployment Criteria		Review. This Appendix provides a comprehensive but not all inclusive list of items that a family should review and know about before deploying.
Civilian Arming Packet		Complete by employees selected for positions requiring issuance of a weapon and ammunition for self- protection. The processor will provide instructions and assist employee with completing the packet.
Key contact information		Employees must obtain and maintain a list of the names, email addresses and phone numbers of their home station supervisor, timekeepers, servicing CPO Human Resource Specialist, and Customer Service Representative (Payroll) prior to deployment.
Application for Department of Defense Stored Value Card (SVC) Programs, dated Feb 2009	DDF-2887	The military uses an Eagle Cash Card system due to limited access in theater to ATMs or check cashing facilities. Employees must bring completed DD Form 2887 with them to CA as part of their deployment packets. If not completed prior to arrival, the form can be completed at CA but will require bank account information (bank name, routing number, account number).

**NOTE:** A full version of the all of the forms referred to in this document can be found via the internet by searching the form number (e.g. "DD-FORM 771"). Make sure to verify that you are using the most recent version by reviewing the date on the bottom of each form.

## APPENDIX III: CLOTHING FORMS AND SIZE CHARTS

Please bring completed clothing forms with you to Camp Atterbury. You will turn them in during the registration process on Sunday. At that time, you will be fitted for your uniform to ensure the appropriate size is provided. Equipment and uniforms (with nametapes sewn on) will be issued the following Thursday. Issued uniform is the Desert Camouflage Uniform (DCU).

**NOTE:** If you do not need to draw equipment, or you require special equipment or uniforms, you must submit a completed OCIE Exception Memo explaining why. See the memo template at the end of this appendix.

### Clothing Size Form

Name:		Last 4 #s of SSN:					
Agency/Service:		Organization:					
Phone:		E-mail:					
UIC: N/A	Home Station:				IRDO Date:		
Deployment Location (circle one): IRAQ    AFGHANISTAN    KUWAIT    OTHER _____							
<b>NOTE:</b> Personnel deploying to Iraq will not be issued uniforms.							
Please put an X in your appropriate size. Sizes are <b>Small, Medium, Large, Extra-Large (XL)/Short, Regular, Long</b> . Example: <b>M/S</b> refers to Medium/Short. <b>CW</b> refers to Cold Weather							
See the <b>Clothing Size Cross Reference Chart</b> on page 24 for guidelines on clothing sizes.							
<b>Blouse</b>		<b>Trousers</b>		<b>Parka (CW)</b>		<b>Trousers (CW)</b>	
S/S:	L/S:	S/S:	L/S:	S/S:	L/S:	S/S:	L/S:
S/R:	L/R:	S/R:	L/R:	S/R:	L/R:	S/R:	L/R:
S/L:	L/L:	S/L:	L/L:	S/L:	L/L:	S/L:	L/L:
M/S:	XL/S:	M/S:	XL/S:	M/S:	XL/S:	M/S:	XL/S:
M/R:	XL/R:	M/R:	XL/R:	M/R:	XL/R:	M/R:	XL/R:
M/L:	XL/L:	M/L:	XL/L:	M/L:	XL/L:	M/L:	XL/L:
Other:		Other:		Other:		Other:	
<b>T-Shirt</b>	S:	M:	L:	XL:	Other:		
<b>Boots</b>	Size:	Narrow:		Regular:		Wide:	
<b>Cap</b>	Size:						

### Clothing Size Cross Reference

TROUSERS	Inseam "	Waist "		BLOUSE	Height"	Chest"
X Small/Short	26.5 - 29.5	23 - 27		X Small/Short	59 - 62	29 - 33
X Short/Reg	29.5 - 32.5	23 - 27		X Small/Reg	63 - 67	29 - 33
X Small/Long	32.5 - 35.5	23 - 27		X Small/Long	71 - 75	29 - 33
Small/Short	26.5 - 29.5	27-31		Small/Short	63 - 67	33 - 37
Small/Reg	29.5 - 32.5	27-31		Small/Reg	67 - 71	33 - 37
Small/Long	32.5 - 35.5	27-31		Small/Long	71 - 75	33 - 37
Med/Short	26.5 - 29.5	31-35		Med/Short	63 - 67	37 - 41
Med/Reg	29.5 - 32.5	31-35		Med/Reg	67 - 71	37 - 41
Med/Long	32.5 - 35.5	31-35		Med/Long	71 - 75	37 - 41
Large/Short	26.5 - 29.5	35-39		Large/Short	63 - 67	41- 45
Large/Reg	29.5 - 32.5	35-39		Large/Reg	67 - 71	41 - 45
Large/Long	32.5 - 35.5	35-39		Large/Long	71 - 75	41 - 45
XLG/Short	26.5 - 29.5	39 - 43		XLG/Short	63 - 67	45 - 49
XLG/Reg	29.5 - 32.5	39 - 43		XLG/Reg	67 - 71	45 - 49
XLG/Long	32.5 - 35.5	39 - 43		XLG/Long	71 - 75	45 - 49
XXL/Short	26.5 - 29.5	43 - 47		XXL/Short	63 - 67	49 - 53
XXL/Reg	29.5 - 32.5	43 - 47		XXL/Reg	67 - 71	49 - 53
XXL/Long	32.5 - 35.5	43 - 47		XXL/Long	71 - 75	49 - 53
XXXL/Short	26.5 - 29.5	47 - 51		XXXL/Short	63 - 67	53 - 57
XXXL/Reg	29.5 - 32.5	47 - 51		XXXL/Reg	67 - 71	53 - 57
XXXL/Long	32.5 - 35.5	47 - 51		XXXL/Long	71 - 75	53 - 57
XXXXL/Short	26.5 - 29.5	51 - 55		XXXXL/Short	63 - 67	57 - 61
XXXXL/Reg	29.5 - 32	51 - 55		XXXXL/Reg	67 - 71	57 - 61
XXXXL/Long	32.5 - 35.5	51 - 55		XXXXL/Long	71 - 75	57 - 61

## JS List Sizing Form

### Joint Service Lightweight Integrated Suit Technology

**Used to protect DOD Civilians from chemical, biological, radioactive and other weapons and fallout. It is used with the Chemical Protective Mask**

Organization/Company:		UIC:	
Name:		Phone:	
Deploying to :		Bldg. #	

Coats		Trousers		Boots		Gloves	
Size Last 4 NSN	Qty						
S-XS 9989		S-XS 9961		3-5 X S 6290		XS 1862	
S-S 9992		S-S 9966		6-7 S 5413		S 3517	
M-S 0033		M-S 9968		8-9 MED 5415		M 3518	
M-R 0034		M-R 9970		10-11 L 5416		L 3519	
M-L 0035		M-L 9971		12-14 X-L 5419		XL 3520	
L-R 0037		L-R 9975		14-20 XXL 6283			
L-L 0069		L-L 9974					
XL-R 0070		XL-R 9976					
XL-L 0071		XL-L 9977					
XXL-L 0072		XXL-L 9981					
XXXL-L 0073		XXXL-L 9983					

**JSLIST Boot Size: 2X larger than regular boot size**

JSLIST Trouser Size Chart						
38		M/L	L/L	XL/L	XXL/L	XXXL/L
37						
36						
35						
34		M/R	L/R	XL/R		
33						
32						
31	S/S	M/S				
30						
29						
28	S/XS					
27						
26						
25						
	25-32	33-38	39-44	45-50	51-56	57-62

Waist Circumference (inches)

JSLIST Coat Size Chart						
78		M/L	L/L	XL/L	XXL/L	XXXL/L
77						
76						
75						
74		M/R	L/R			
73						
72						
71						
70		M/S				
69						
68	S/S					
67		M/S				
66						
65	S/XS					
64						
63						
62						
61						
60						
59						
58						
57						
	31-36	37-42	43-48	49-54	55-60	61-66

Chest Circumference (inches)

**Template for OCIE Exception Memo**

UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Individual Deployment Replacement Operations (IRDO), Camp Atterbury, Indiana

SUBJECT: Request an Exception to Policy for OCIE issue for (enter name of individual deploying)

1. Provide concise justification as to why the request for execution is warranted (example: the individual already has equipment provided by your organization). Provide information on the impact to mission and military necessity for the request. Provide the individual's full name and last four of their SSN. Include the confirmed reservation date for arrival at the IRDO.

2. Provide the point of contact for this memorandum, email and contact phone number.

Signature Block

**O-6/GS-15 or higher MUST SIGN**

## Table of Authorized Items Required by Country

Items marked with \* do not need to be returned upon redeployment.

LIN	Nomenclature	LEP Auth Qty	Linguist Auth Qty	DOD Afghani- stan Auth Qty	DOD Kuwait Auth Qty	DOD Iraq Auth Qty	DOD Qatar Auth Qty	DOD Djiboutti Auth Qty	\$ COST (EACH)	WEIGHT (EACH)
B09054*	BOOTS INTERMEDIATE CLD	1	1	1	1	0	0	0	117.68	6 lbs
B13584*	BOOTS TEMPERATE	1	1	1	1	0	1	0	103.85	5 lbs
B13907	BAG BARRACKS	0	0	2	2	1	2	2	8.84	1 lb
B14729	BAG DUFFLE	3	3	3	2	1	2	3	22.20	2 lbs
B15825	BAG CLOTHING WATERPROOF	2	2	2	2	0	2	2	17.19	8 oz
B42187	VST SML ARMS/BODY ARMOR	1	1	1	1	0	1	1	818.58	15 lbs
B90343*	BELT RIGGERS	1	1	1	1	0	1	0	3.45	4 oz
C03291*	CAP SYNTHETIC	0	0	1	1	0	1	0	4.80	1 oz
C04411	CAP PATROL	1	1	1	1	0	1	0	7.05	4 oz
C28472	COVER HELMET	1	1	1	1	0	1	1	17.01	3 oz
C43484	COAT COMBAT	4	4	4	4	0	4	0	32.12	1 lb
D64043	CASE FIRST AID	0	0	1	1	1	1	1	3.08	4 oz
DA150J	GEN III ECWCS TOP KIT	1	1	0	0	0	0	0	650.00	9 lbs
DA153L	GEN III ECWCS BOTTOM KIT	1	1	0	0	0	0	0	404.12	6 lbs
DA1556	KNEE PADS	1	1	0	0	0	0	0	10.84	8 oz
DA157D*	HOOD ANTIFLASH FIRE RES	2	2	0	0	0	0	0	25.23	2 oz
DA1588	ELBOW PADS	1	1	0	0	0	0	0	17.32	6 oz
DA6508	WAIST PACK	1	0	0	0	0	0	0	12.47	6 oz
DA6529	BANDOLEER AMMUNITIO	1	0	0	0	0	0	0	8.97	4 oz
DA652Q	SYSTEM HYDRATION	1	1	1	1	0	1	1	31.02	8 oz
DA6545	CARRIER,INTRENCHING	1	0	0	0	0	0	0	14.78	6 oz
DA654V	POUCH,9MM MAGAZINE	0	0	0	0	2	0	0	3.66	2 oz
DA655K	TACTICAL ASSAULT PA	1	0	0	0	0	0	0	35.14	1 lb
DA6562	POUCH,M4 TWO MAGAZI	3	0	0	0	0	0	0	4.37	4 oz
DA6563	FLASH BANG GRENADEP	1	0	0	0	0	0	0	4.24	2 oz
DA657E	ASSAULT PACK	1	0	0	0	0	0	0	72.51	2 lbs
DA658H	POUCH,M4 THREE MAGA	2	0	0	0	0	0	0	17.69	8 oz
DA6593	POUCH,HAND GRENADE	2	0	0	0	0	0	0	4.77	4 oz
DA7073	NAPE PD HLMT	1	1	0	0	0	0	0	25.45	5 oz
F59856	RUCKSACK LARGE FIELD	1	1	0	0	0	0	0	240.75	9 lbs
G06171*	GLOVES FLYERS	0	1	1	1	0	0	1	36.63	6 oz
G39744*	GAITER NECK	1	1	1	1	0	1	0	2.29	3 oz
G63382*	GLOVE SHELL INTERMEDIATE	1	1	1	1	0	1	0	45.19	4 oz
H20256	HAT SUN	1	1	1	1	0	1	0	6.99	6 oz
H46744*	HOOD COLD WEATHER	1	1	0	0	0	0	0	7.00	4 oz
H53175	HELMET ADVANCED	1	1	1	1	0	1	1	246.75	3 lbs
HA400G	RESCUE HOOK SURVIVAL	1	1	0	0	0	0	0	12.09	2 oz
HA4052*	SAFETY GLASSES	2	2	1	1	0	1	1	52.24	2 oz
J15388	INSERT SM/ESBI	2	2	2	2	0	2	2	186.93	3 lbs
J85705	INSERT ENHNC/ESAPI	2	2	2	2	0	2	2	553.05	6 lbs
M12418	MASK CHEMICAL	1	1	1	1	1	1	1	278.00	4 lbs
M37042	MAT SLEEPING	1	1	1	1	0	1	1	7.55	1 lb
M60483	MODULAR SLEEP SYSTEM	1	1	1	1	0	1	1	257.41	9 lbs
NA4578	FIRST AID KIT INDIVID	1	1	0	0	0	0	0	116.54	8 oz
P69767	PARKA COLD WEATHER	0	0	1	1	0	1	0	156.82	1 lb
S04834	SHIRT COLD WEATHER	0	0	1	0	0	0	0	59.75	2 lbs
S89914*	SOCK BOOT GREEN	4	4	6	6	0	6	0	2.20	6 oz
T24671*	T-SHIRT MOISTURE WIC	4	4	6	6	0	6	0	4.75	6 oz
T35238	TROUSERS COMBAT	5	5	4	4	0	4	0	25.80	1 lb
T36177	TROUSERS COLD WEATHER	0	0	1	1	0	1	0	91.91	2 lbs
YY0263	INSIGNIA, SHOLDER/IR FLAG	1	1	0	0	0	0	0	0.23	1 oz
ZA9568	HOLSTER,PISTOL	0	0	0	0	1	0	0	86.02	8 oz
J26154	JSLIST CP COAT TYPE II	1	1	1	1	1	1	1	199.00	4 lbs
J38894	JSLIST CP TROUSERS TYPE II	1	1	1	1	1	1	1	167.10	4 lbs
G65734	GLOVE SET, CHEM PROTECT	1	1	1	1	1	1	1	31.20	1 lb
P38389	OVERBOOT, CBRN	1	1	1	1	1	1	1	31.45	3 lbs
HA4007	C-2A1 CANISTER, MASK	2	2	2	2	2	2	2	12.64	8 oz
FG654E	M-8 PAPER, CHEM DETECT	1	1	1	1	1	1	1	0.99	2 oz
FG654E	M-9 PAPER, CHEM DETECT	1	1	1	1	1	1	1	5.96	8 oz
CA5063	M-295 DECON KIT	1	1	1	1	1	1	1	21.05	4 oz
DA158G	COVER, HELMET,CP	1	1	1	1	1	1	1	6.82	3 oz
DA653Q	BAG, NBC	1	1	1	1	1	1	1	34.38	2 lbs

## APPENDIX IV: RECOMMENDED CLOTHING PACKING LIST FOR RESIDENTIAL TRAINING

Use personal judgment when packing and consider personal toiletries, comfort items (such as iPods, electronic devices), and local weather conditions (Camp Atterbury [1<sup>st</sup> week of training] is located in Edinburgh, Indiana; MUTC [2<sup>nd</sup> week of training] is located near Butlerville, Indiana.) The two-week training program includes five days at Camp Atterbury and seven days at MUTC. There are laundry facilities at Camp Atterbury but not at MUTC.

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

\*A long-sleeved shirt is required for certain activities, regardless of the season.

## APPENDIX V: TRAVEL ORDERS (INSTRUCTIONS AND SAMPLE)

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Prior to completing your travel orders, recommend you consult your home station Admin or Budget Office.

1. Individual will initiate travel orders using DD Form 16010.
2. The DD Form 1610 (Temporary Duty Travel Orders) is self-explanatory, unless otherwise stated below:
  - Block 5 – Enter current permanent duty station, unit, agency, or command name, unit identification code and location.
  - Block 8 – Enter “TDY” or “amendment to travel orders”
  - Block 9 - Deployment in support of Civilian Expeditionary Workforce.
  - Block 11 - Variation authorized. During this period of TDY, individual will be assigned to Camp Atterbury, Indiana and be assigned to temporary duty at (enter deployment destination).
  - Block 12 - As determined by appropriate Transportation Officer; ensure Customer Identification Code is provided. This code is required for overseas travel.
  - Block 16 – Remarks

Block 16 contains a variety of specific instructions unique to you and your deployment situation. In general, you will be meeting with an agent in your home duty station (such as your Admin POC or Budget Office) that is responsible for preparing, or assisting you in the preparation, your travel orders.

There are numerous conditions associated with your deployment that should be noted on your travel orders, in Block 16. Following is a list of most conditions that are typically addressed in the travel order. The list is not all-inclusive – there may be unique situations that apply only to you – and some of these conditions may not be applicable. The list is provided to help guide you and your home duty station preparer cover all applicable situations.

The individual or supporting administrative/HR Office will prepare the DD Form 1610 manually or in the Defense Travel System (DTS) using information above, and in the Block 16 list of conditions below.

The supporting administrative/HR Office will immediately contact their resource management office for the fund cite (accounting codes). LOCAL FUND CITE must be used – there is NO CENTRAL FUNDING. The local resource management office will provide the necessary information to capture the OCO (formerly GWOT) costs. Note: Since you are deploying as a DoD civilian employee, your home station/command is responsible for 100% of your salary and incremental expenses during your deployment.

**Please refer to the CEW checklist for further information.**

## **List of Conditions That, If Applicable, Should Be Individually Documented in Block 16**

1. Air transport situations:

Deployees may use commercial flights and/or MILAIR (Military Charter) in the following scenarios. Each scenario must be authorized by the owning organization:

Flying from home duty station to Camp Atterbury (IND)

Flying from Camp Atterbury to Baltimore-Washington International Airport (BWI).

Flying from BWI to Kuwait.

Flying from Kuwait to Theater.

Flying from Theater to Kuwait (redeploying).

Flying from Kuwait to Camp Atterbury (direct travel from theater to permanent duty station is not authorized).

Authorization for these different types of scenarios must be acquired, and the complete process of flying to theater from Camp Atterbury and back must be documented in Block 16.

2. Overtime and compensatory time authorized at TDY site(s) as required by deployment supervisor. All salary earned during deployment is subject to income tax.
3. Cost of an official passport is reimbursable.
4. POV and rental car are not authorized at the Camp Atterbury location.
5. Taxi or shuttle to/from airport is authorized.
6. Medical care and dental care are authorized IAW service regulations; non-reimbursable care authorized at deployment site.
7. TDY in Afghanistan, Djibouti, and Iraq is under "FIELD DUTY" conditions; Government Quarters and Mess are available and will be utilized. Lodging/meals are provided in Afghanistan/Iraq; per diem limited to incidentals rate (\$3.50) only.
8. Security clearance will be annotated on orders with the statement verified by (Add your security officers NAME, PHONE # OF SECURITY MANAGER).
9. Prior to leaving Permanent Duty Station, individual must receive country brief from the Force Protection Office.
10. Exchange, commissary and MWR privileges are authorized.
11. Use of government travel card is required.
12. Claims may be submitted during the TDY period and must be submitted manually.
13. Excess baggage is authorized.
14. Assigned to position # \_\_\_\_\_. (Your position number can be found in your offer letter.)

# Sample Travel Orders

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD) 201108025			
REQUEST FOR OFFICIAL TRAVEL													
2. NAME (Last, First, Middle Initial) MITCHELL, AMY M				3. SOCIAL SECURITY NUMBER XXX XX 0000			4. POSITION TITLE AND GRADE/RATING GS-14						
5. LOCATION OF PERMANENT DUTY STATION (PDS) ARLINGTON, VA						6. ORGANIZATIONAL ELEMENT CEW			7. DUTY PHONE NUMBER (Include Area Code) 000 000 0000				
8. TYPE OF AUTHORIZATION AA-ROUTINE TDY/TAD			9. TDY PURPOSE (See JTR, Appendix H) SPECIAL MISSION TRAVEL			10a. APPROX. NO. OF TDY DAYS (Including travel time) 365			b. PROCEED DATE (YYYYMMDD) 20110925				
11. ITINERARY		<input checked="" type="checkbox"/> VARIATION AUTHORIZED											
FROM: WASH DC TO: INDIANAPOLIS, IN TO: KUWAIT													
12. TRANSPORTATION MODE													
a. COMMERCIAL				b. GOVERNMENT				c. LOCAL TRANSPORTATION				PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	RATE PER MILE: _____			
<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT			
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR			
CIC(FY11): 1L7301600133181													
13. <input checked="" type="checkbox"/>		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST										15. ADVANCE AUTHORIZED			
a. PER DIEM \$ 112.00			b. TRAVEL \$ 0.00			c. OTHER \$ 2,045.30			d. TOTAL \$ 2,157.30		\$ 0.00		
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)													
<p>1. Overtime and compensatory time auth at TDY site as req by deployment supervisor. All salary earned during deployment is subject to income tax.</p> <p>2. Cost of an official passport is reimburable.</p> <p>3. POV and rental car are not authorized at Camp Atterbury.</p> <p>4. Taxi or shuttle to/from airport is authorized.</p> <p>5. Medical care and dental care are authorized IAW service regulation; non-reimbursable care authorized at deployment site.</p> <p>6. TDY in Afgan is under FIELD DUTY conditions; govt qtrs and mess are avail and will be utilized. Lodging/meals are provided in Afghanistan/Iraq; per diem limited to incidentals rate (\$3.50) only.</p> <p>7. Security clearance verified.</p> <p>8. Prior to leaving PDS individuals must receive country brief from the force protection office.</p> <p>9. Exchange, commissary and MWR privileges are authorized.</p> <p>10. Use of govt travel card is required, if applicable.</p>													
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)							
<b>AUTHORIZATION</b>													
19. ACCOUNTING CITATION													
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)										21. DATE ISSUED (YYYYMMDD)			
										22. TRAVEL AUTHORIZATION NUMBER			

## **APPENDIX VI: SF-1190 FORM AND ADDENDUM TO SF-1190**

---

The SF-1190 (Foreign Allowances Application, Grant and Report) and the Addendum to SF-1190 are used to apply for danger pay and post (hardship) differential once you arrive in theater. These forms are required to be submitted as you travel in and out of your designated country of assignment. Your HR office will be able to provide guidance as to when and how to submit, and what information is required to be entered on the SF-1190 and SF-1190 Addendum.

Upon your final departure from theater, complete and submit the SF-1190 and Addendum to SF-1190 to report the date and time that you departed. This will ensure that all in-theater allowances are stopped appropriately, avoiding overpayments.

Danger Pay Allowance, if applicable, is payable beginning the first day that you are in a country for at least four consecutive hours.

Post Differential (PD) entitlements, if applicable, start after the initial eligibility period (42 days in country) has been completed. PD starts on day 43 in Iraq and Afghanistan and is retroactive to day one.

Entitlements are set by the State Department and are subject to change. The SF-

1190 can be downloaded here:

<http://www.gsa.gov/portal/forms/download/115694>

The Addendum to SF-1190 can be downloaded here:

[www.dfas.mil/dms/dfas/civilianemployees/pdf/SF1190\\_Addendum\\_Mar04.pdf](http://www.dfas.mil/dms/dfas/civilianemployees/pdf/SF1190_Addendum_Mar04.pdf)

Examples of the two forms are on the following pages. SF-1190 is two pages long; and the addendum is one page.

FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT (SF-1190)					FOR OFFICIAL USE ONLY	
1. Employee Name (Last, First, MI)			2. Social Security Number		Voucher Number	
3. Agency			4. Bureau/Office		Authorization/ Grant Number	
5. Pay Plan	6. Series	7. Grade	8. Annual Salary	9. Position Title		
10. Current Post/Country of Assignment/Locality			11. Date of Arrival		12. Previous Post of Assignment	
13. Mailing Address					13a. E-mail Address	
14. If Local Hire: Date		14a. Reason for Presence				
15. If Spouse or Domestic Partner is Employed by the U.S. Government					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Spouse or Domestic Partner Name (Last, First, MI)			Social Security Number		Allowances Received	
16. Family Domiciled at Post						
Name of Family Member	Relationship	DOB Except Spouse or Domestic Partner	% Support	Date of Arrival at Post	Allowances Received	
17. Family Domiciled Away from Post						
Name of Family Member	Relationship	DOB Except Spouse or Domestic Partner	% Support	Date of Departure from Post	Residence Address/Telephone Cell Phone/E-mail (please provide all)	
18. Remarks						
Privacy Act Statement: Solicitation of this information is authorized under 5 U.S.C. 5922, E.O. 9397 and E.O. 10903, Section 1(b-2) and DSSR Section 073.4. The information is used to determine employee eligibility for and appropriate amounts of allowances. All forms are subject to fiscal audit by the employee's parent agency and GAO. The Office of Allowances, U.S. Department of State, will review forms to set LQA rates. Lack of requested information may result in erroneous or unauthorized allowances.						

FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT		Voucher Number
19. Employee Name (Last, First, MI)		20. Social Security No.
21a. <b>Payments [Check box(es). For calculations see DSSR chapter exhibits.]</b>		FOR OFFICIAL USE ONLY
TQSA - Temporary Quarters Subsistence Allowance - (DSSR 120)		
Advanced	Beg. Date	End Date
Biweekly	Beg. Date	End Date
Lump Sum (upon completion)	Beg. Date	End Date
LQA - Living Quarters Allowance (DSSR 130) [ ]	Repair Allowance (DSSR 137) [ ]	
EQA - Extraordinary Quarters Allowance (DSSR 138) [ ]		
PA - Post Allowance - (DSSR 220)		
Transfer Allowance: Foreign (DSSR 240) [ ]	or Home Service (DSSR 250) [ ]	
Portion(s): Subsistence [ ]	Miscellaneous [ ]	Wardrobe [ ]
Lease Penalty [ ]		
SMA - Separate Maintenance Allowance - (DSSR 260)		
Voluntary [ ]	Involuntary [ ]	
TSMA - Transitional Separate Maintenance Allowance (DSSR 260)		
262.3a [ ]	262.3b [ ]	262.3c [ ]
262.3d [ ]	262.3e [ ]	
Education Allowance (DSSR 270) [ ]	or Travel (DSSR 280) [ ]	
PD - Post (Hardship) Differential (DSSR 500)		
SND - Service Need Differential (Difficult to Staff Incentive Differential) (DSSR 1000)		
DP - Danger Pay (DSSR 650) [ ]	or 652g [ ]	
<b>Total Amount Claimed</b>		0.00
21b. Advances		
LQA (DSSR 130)	Beg. Date	End Date
		Number of Months
U.S. Dollar Payment		Foreign Currency Payment
Transfer Allowance: Foreign (DSSR 240) [ ]	or Home Service (DSSR 250) [ ]	
Portion(s): Subsistence [ ]	Miscellaneous [ ]	Wardrobe [ ]
Lease Penalty [ ]		
Advance of Pay (DSSR 850) This advance will be repaid in _____ pay periods.		
Travel Authorization or _____		
Permanent Change of Station (PCS) Number _____		
Name of Issuing Authority _____		
22a. If Electronic Funds Transfer (EFT) Mark one: [ ] Checking [ ] Savings		
Financial Institution Name	Financial Institution Mailing Address	
Routing Number	Account Number (including any suffix)	
22b. If Paid by Check - Mailing Address, City, State, ZIP Code		
23. Accounting Classification(s)		
24. <b>Employee Statement and Signature:</b> The information given on this application is true and correct to the best of my knowledge and belief. I also understand that I am obligated to notify the authorizing office immediately of any change in conditions which may affect the amount of allowances and/or differential authorized herein. I also understand that false statements made to the United States on this form may subject me to criminal penalties (including fines and imprisonment) under 18 U.S.C. 287 and 1001 and/or civil penalties under 31 U.S.C. 3729 or administrative penalties under 31 U.S.C. 3802. I understand if my employment is terminated prior to liquidation of any of these advances, any outstanding amount is due and payable immediately.		
Employee's Signature: _____	Date _____	
Spouse's or Domestic Partner's Signature: _____	Date _____	
(If Applying for SMA on Behalf of Spouse or Domestic Partner)		
25. Approving/Reviewing Official Signature When Required		Date
26. Certifying Official: The Above Request is Certified as Correct and Proper for Payment		Date
Authorized Certifying Official's Signature		

**ADDENDUM TO SF-1190**

NAME OF EMPLOYEE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

List in detail the dates, times, places (city/country) of arrival, departure, and during your duty assignment:

A - ARRIVE D - Depart	DATE	TIME	LOCATION: CITY, COUNTRY	LOCALITY CODE (For Official Use Only)	No. DAYS IN CITY/COUNTRY (For Official Use Only)

EMPLOYEE STATEMENT: The information on this application is true and correct to the best of my knowledge. I understand that I am obligated to notify the authorizing office of any change in conditions that may affect the amount of allowance and/or differential authorized.

SIGNATURE OF EMPLOYEE: \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISORY CERTIFICATION: I certify that the employee performed the itinerary shown above on official government business.

SIGNATURE OF SUPERVISOR: \_\_\_\_\_ DATE \_\_\_\_\_

CPA HRM Room 210

SIGNATURE OF HRM PERSONNEL: \_\_\_\_\_ DATE \_\_\_\_\_

APPROVAL OF GRANT (to be completed by the HRSC):

<u>TYPE</u>	<u>PERCENTAGE</u>	<u>EFFECTIVE</u>	<u>TERMINATED</u>
____ POST DIFFERENTIAL	_____	_____	_____
____ DANGER PAY	_____	_____	_____

TITLE OF APPROVING AUTHORITY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_





# Privacy Act Data Cover Sheet

To be used on  
all documents  
containing personal  
information

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TO:	FROM:	DATE:
PHONE:	FAX:	ATTN:

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# Privacy Act Data Cover Sheet