

Annex I: Personnel Prerequisites Checklist

DoD Civilians must report to their servicing Civilian Personnel Office (CPO) and prepare and provide updated beneficiary forms for proper distribution. DoD Civilians must bring copies with them as part of their deployment packet:

___ Civil Service Retirement System (CSRS) ([SF-2808](#)) **or** Federal Employees Retirement System (FERS) ([SF-3102](#)) Designation of Beneficiary Form

___ Federal Employees Group Life Insurance (FEGLI) ([SF 2823](#)) (if applicable) Designation of Beneficiary Form. Employees deploying in support of contingency operations are eligible to apply for Basic coverage FEGLI who previously waived FEGLI coverage outside an open season, without experiencing a qualifying life event, and without providing medical information. Those that already have or elect Basic, they also may elect Option A (Standard) coverage, and/or Option B (Additional) 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.

___ Employees must obtain a [Bi-Weekly premium pay limitation waiver](#) memorandum from their 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). Employees must bring copy of the Bi-weekly waiver memorandum with them to the deployment center as part of their deployment packets.

___ Employees must ensure a [CENTCOM Increased Annual Limitation](#) waiver has been submitted to their servicing CPO in accordance with their organization's process and procedures.

___ Employee must obtain a Standard Form (SF) 1190, Foreign Allowances Application, Grant and Report ([SF-1190](#)), dated 07 2009, and [Addendum/Foreign Locator Record](#) for submission for foreign entitlements (Danger Pay, Post (Hardship) Differential, and Separate Maintenance Allowance (if applicable (PCS/TCS only)) upon arrival in theater. Employee must ensure they know their home station's processing procedures for submission of the entitlements, as they vary.

___ Employees must complete and sign [DD Form 2365](#), DOD Civilian Employee Overseas Emergency-Essential Position Agreement, obtain supervisors signature and provide a copy to their service CPO. Employees must bring copy of completed DD Form 2365 with them to the deployment center as part of their deployment packets.

___ Employees must update and/or input their emergency contact information into MyBiz.

___ Employees must have at least five copies of their deployment travel orders documenting their deployed country and length of deployment, LOA, or 1610.

___ Employee must ensure a Request for Personnel Action (RPA) using the applicable Nature of Action (NOA) 900 series codes is processed in DCPDS documenting their deployment in accordance with [Under Secretary of Defense Memorandum, Subject: Documentation of Department of Defense \(DoD\) Civilian Employees Officially Assigned to Military Contingency Operations Overseas, dated Jun 23, 2006](#). Employee must obtain a copy of the RPA.

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Employees must bring a copy of the RPA with them to the deployment center as part of their deployment packets. Employees not deploying after attendance at NDC must obtain the NPA prior to departing to theater.

___ Employees must be issued a DOD Geneva Conventions Accompanying Forces Common Access Card (CAC) from their local ID Card section prior to deploying to the NDC. The expiration date should be no less than 30 day after their projected redeployment date.

___ Employees must be issued two Identification (ID) Tags from their local Military Personnel Office prior to deploying to the NDC. If not issued, ID Tags can be provided at the NDC.

___ Employees will obtain passports prior to arrival at their deployment-processing center and deploy with a passport and DOD CAC. Civilians must have passports and visa(s) if required. Recommend individuals apply for an official passport with a local passport agent prior to arrival at the deployment-processing center. Note that normal-processing time for an official passport is 4-6 weeks.

___ Employees can apply for required visas at the USCENTCOM passport office. The normal processing time for a visa is approximately 10 duty days. Expenditures for visas will be reimbursed on travel voucher DD Form 1351-2 for Soldiers and appropriated fund/non-appropriated fund for Civilians.

Reference [DA Pam 690-47](#), Chapter 1-16 for additional information.

___ Employees must have a Family Care Plan who are deploying and are single parents; 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, establishes policy, assigns responsibilities and prescribes procedures on the care of family members.

___ Employees should review Department of the Army Pamphlet (DA PAM) 690-47, Appendix D, Family Deployment Criteria. The Appendix provides a comprehensive but not all inclusive list of things that a family should check on and know about before an individual deploys anywhere.

___ Employees selected for positions requiring issuing of a weapon and ammunition for self protection must complete a [DD Form 2760](#), Qualification to Possess Firearms or Ammunition. Employees that positions are not required to be armed must complete the form to be able to participate in weapon's training.

___ Employees must obtain and maintain a listing 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.

___ The military uses an Eagle Cash Card system due to limit access in theater to ATMs or check cashing facilities. To be issued an Eagle Cash Card, employees must obtain and complete a [DD Form 2887](#), Application for Department of Defense (DoD) Stored Value Card (SVC) Programs, dated Feb 2009. Employees must bring completed DD Form 2887 with them to the deployment center as part of their deployment packets. If not completed prior to arrival, the form can be complete at the NDC but will require banking account information (Bank name, routing number, account number etc).

___ Employee must complete and forward the Clothing and Joint Service Lightweight Integrated Suit Technology (JLIST) forms at Annex VI to the NDC staff no later than one week prior to their course beginning date.