

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

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No. 690-16

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**Civilian Personnel
Expeditionary Civilian Workforce (ECW) Approval Process**

FOR THE COMMANDER:

J. Cunningham
Deputy Commander/Chief of Staff

DISTRIBUTION:

Unlimited. This Regulation is approved for public release.

Summary. This regulation establishes procedures for approving Civilian employee applications for the Expeditionary Civilian Workforce (ECW) program.

Applicability. This regulation applies to all USMEPCOM Civilian employees. If any provision of this regulation not required by law conflicts with the terms of a collective bargaining agreement, the collective bargaining agreement will take precedence.

Supplementation. Supplementation to this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: J-1/MEHR-CP, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested improvements. The proponent agency of this regulation is the HQ USMEPCOM, J-1/Human Resources Directorate, Civilian Personnel Division (J-1/MEHR-CP). Users may send comments and suggested improvements by memorandum or Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ USMEPCOM, ATTN: J-1/MEHR-CP, 2834 Green Bay Road, North Chicago, Illinois 60064-3091.

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Chapter 1

General

1-1. Purpose

This regulation establishes procedures for approving Civilian employee applications for the Expeditionary Civilian Workforce (ECW) program.

1-2. References

References are listed in [Appendix A](#).

1-3. Abbreviations and terms

Abbreviations and terms used in this regulation are explained in the [Appendix B, Glossary](#).

1-4. Responsibilities

- a. The Commander, Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), will—
 - (1) Delegate authority for the ECW approval process to each level of command as appropriate (noted in [Paragraph 2-5](#) of this regulation).
 - (2) Ensure ECW approvals/disapprovals are in compliance with program.
- b. Sector commanders will ensure ECW approved/disapproved applications are forwarded to J-1/MEHR-CP POCs.
- c. Battalion (BN) and Military Entrance Processing Station (MEPS) commanders will ensure ECW applications are forwarded to respective Sector through applicable chain of command for approval/disapproval.
- d. The Director, J-1/MEHR, USMEPCOM, will—
 - (1) Serve as the ECW approval process manager.
 - (2) Monitor the effectiveness of the ECW approval process.
- e. The Director, J-8/MERM, USMEPCOM, will—
 - (1) Coordinate for reimbursement of overseas contingency operations (OCO) funding to receive reimbursement for incremental costs (i.e. pre-deployment training and deployment TDY costs, danger pay, post differential, overtime, night differential, Sunday premium, etc.) associated with the deployment, as applicable.
 - (2) Serve as the Fund Approving Official to provide accounting data for authorized/approved deployment travel orders and/or amendments.
- f. Directorates/special staff offices/sectors, will ensure ECW approved/disapproved applications are forwarded to J-1/MEHR-CP deployment coordinators.

1-5. Objective

The Department of Defense (DoD) has made establishing an agile civilian workforce with expeditionary capabilities one of its top priorities. To assist in meeting DoD's goal, the Under Secretary of Defense for Personnel and Readiness (USD (P&R)) directed all commanders at all levels to support civilian employees wishing to volunteer for deployment, unless there is a significant negative impact on the organization's mission.

1-6. Administration

Commanders and supervisors will—

- a. Encourage participation in the program.
- b. Ensure approval/disapproval requirements established by this regulation are accomplished.

Chapter 2

Policies and Procedures

2-1. Purpose

This chapter provides general ECW information, and procedures for submitting ECW applications.

2-2. ECW Program

The Expeditionary Civilian Workforce (ECW) is a volunteer program for Army Civilians wishing to support Military operations and gain experience from the field. The ECW program does not offer promotions or permanent jobs with the deployment opportunity. Employees remain in their current position and deploy in a temporary travel status. ECW Program information is available on the Assistant G-1 for Civilian Personnel (AG1-CP) Benefits, Compensation and Deployments site via the Army Expeditionary Civilian Workforce (ECW), All Partners Access Network (APAN) website link: www.apan.org. APAN membership is required to view full access to the AG1-CP Benefits, Compensation and Deployments site; an APAN user account should be created prior to trying to gain membership.

2-3. ECW Opportunities

Employees may apply for ECW deployment opportunities through the following websites:

- a. Army ECW, APAN website link (AG1-CP Benefits, Compensation and Deployments site): www.apan.org.
- b. USAJOBS link: <https://www.usajobs.gov/>

2-4. Army Expeditionary Civilian Workforce Request for Deployment (RFD) Application and Submission Process

a. Per Army ECW application guidance, employees applying to volunteer for a ECW deployment opportunity or extending a subsequent approved request must submit required documents noted below. Required Request For Deployment (RFD) Packet documents:

- (1) Army ECW RFD application (see Figure 2.1) with appropriate endorsements from their supervisor and appropriate approval authority. The Army ECW RFD application and instructions for completion are available via the APAN website link.
- (2) Current resume.
- (3) Copy of most current Standard Form 50
- (4) Copy of DD-214 if employee was a Military Service Member.

b. Upon approval of the volunteer's request, the application will be forwarded to the HQ USMEPCOM, J-1/MEHR-CP deployment coordinators using below email link:
[OSD North Chicago USMEPCOM List HQ-J1-MEHR-CPD-ECW Team](#)

c. The J-1/MEHR-CP deployment coordinators will review the application for accuracy, and forward the completed packets to the AG1-CP Benefits, Compensation and Deployments Division Civilian Deployment Team.

2-5. Approval Authority

- a. USMEPCOM Approval designees:

- (1) **Directors and Special Staff Officers:** Headquarter Directorates and Special Staff Offices.

- (2) **Eastern and Western Sector Commanders:** Respective sector staff and BN/MEPS personnel.

- b. **Denials/Non-endorsements.** All decisions regarding denial of a volunteer request for deployment or extension of deployment remains with the USMEPCOM Commander.

- (1) Approval designees intending to deny a request for deployment will promptly forward below documentation through their chain of command to the J-1/MEHR CP deployment coordinators. (See [Paragraph 2-6. Timelines](#).) The J-1/MEHR-CP deployment coordinators will coordinate recommended denials for the USMEPCOM Commander's decision. (The AG1-CP, ECW Program Office will forward RFD Packet denials to higher headquarters for final decision.)

- (a) RFD Packet (see Paragraph 2-4a)

- (b) Memorandum on the appropriate letterhead (HQ USMEPCOM, Sector, BN/MEPS) and with endorsements that include the approval authority (see Paragraph 2-5a) documenting the:

- 1. Negative impact to the organization's mission if the employee were permitted to deploy,

- 2. Manpower coverage (e.g., redirection of workloads, temporary promotions/hires, and negotiated shorter tour length) that is not available to allow the candidate to proceed with the deployment,

- 3. And organizational chart with employee's position.

- (2) Supervisors unable to endorse an employee's RFD (i.e., confirm affirmatively to any of the questions listed in Section 2 of the RFD), will promptly contact the J-1/MEHR-CP deployment coordinators. (See [Paragraph 2.6. Timelines](#)).

2-6. Timelines

Per Army ECW application guidance, the J-1/MEHR-CP deployment coordinators are required to submit RFDs, deployment extensions, and denials to the AG1-CP, ECW Program Office within ten (10) business days from the date the employee submits the RFD. Therefore, RFD Packets are required to be submitted to the J-1/MEHR-CP deployment coordinators within the business days (i.e., from the date the employee submits the RFD) noted below.

- a. Approved RFD Packets: Within 8 business days.

- b. RFD Packets that approving designee intends to deny: Within 5 business days.

- c. Supervisors unable to endorse an employee's RFD: Within 2 business days, contact the J-1/MEHR-CP deployment coordinators.

2-7. Deployments

- a. Pre-deployment, deployment, and post-deployment rules for employees and supervisors are available on the APAN website.
- b. Employees will notify the J-1/MEHR CP deployment coordinators upon accepting voluntary ECW deployments.
- c. The J-1/MEHR-CP deployment coordinators will coordinate for the travel requesting/approving official's, and authorizing/order issuing official's signatures on the Department of Defense Form 1610, Request and Authorization for TDY Travel of DOD Employees for approved voluntary ECW deployments.

Figure 2-1 – Army Expeditionary Civilian Workforce Request for Deployment (RFD) Application

ARMY EXPEDITIONARY CIVILIAN WORKFORCE REQUEST FOR DEPLOYMENT (RFD)	
[See page 2 for Instructions.]	
Section 1: Employee Information	
a. Name: (Last, First, MI):	b. Organization: If a subordinate organization, provide parent organization
c. Current Position: (Title/Series/Grade)	d. Reservist/National Guardsmen: <input type="radio"/> Yes <input type="radio"/> No If yes, provide additional documentation.
e. Desired Length of Tour: <input type="radio"/> 6 Months <input type="radio"/> 9 Months <input type="radio"/> 12 Months	f. Security Clearance (Active SECRET or higher):
g. Have you previously deployed? <input type="radio"/> Yes <input type="radio"/> No If yes, provide dates and location(s):	h. If previously deployed enter date of Post Deployment Health Assessment (PDHA) and Post Deployment Health Re-assessment (PDHRA):
i. I understand this form and attached resume are not a guarantee to deploy. I also understand that all personnel deploying must meet certain medical and physical requirements prior to deployment. Generally, indoor work locations have power, water, heating, and air conditioning, although outages should be expected. I will report symptoms of stress and fatigue to the on-site supervisor. Living conditions range from having all basic amenities (e.g., light, power, water, refrigeration) to not having one or more of these amenities. If selected to deploy, I understand I will be required to pass these medical/physical evaluations prior to and during pre-deployment training. I also understand if selected that I will deploy in my current grade.	
j. Are you currently on an overseas tour? <input type="radio"/> Yes <input type="radio"/> No If yes, provide your date estimated return from overseas (DEROS)?	
Are you currently registered in the DoD Priority Placement Program (PPP)? <input type="radio"/> Yes <input type="radio"/> No	
Employee Signature & Date:	
Section 2. Supervisor Endorsement	
Supervisor Endorsement: <input type="radio"/> Yes <input type="radio"/> No	By responding yes above, the supervisor endorses this request and confirms that:
<p>a. The employee is successfully performing the duties of his/her permanent position of record.</p> <p>b. The employee successfully participates as a team member in his/her current position of record and appears to be willing and capable of performing duties in a diverse and stressful environment.</p> <p>c. The employee is self-motivated and successful at working independently with limited supervision.</p> <p>d. The employee is not subject to any current or pending disciplinary, conduct, or performance based actions.</p>	
<p><i>Note: If you are unable to respond affirmatively to any of the above questions, DO NOT sign or return this form to the employee. Please promptly contact your organization's deployment coordinator.</i></p>	
<p>I understand the employee's form MUST BE sent to HQDA/ECW Program representative for deployment consideration in support of Joint efforts. If selected, the employee will be TDY or TCS from his/her organization, and the first-line supervisor must provide the same level of support he/she would receive for any long-term temporary assignment (e.g., travel orders, time and attendance, performance appraisals, etc.). The first-line supervisors will remain directly involved in administrative supervision for this employee throughout the entire deployment. Home station local fund cite will be added to travel orders as there is no central line of accounting. If selected, the deployment is funded through OCO funding, your local resource management (RM) office can provide the necessary information to capture the OCO (former GWOT) costs.</p>	
Supervisor Signature & Date:	
Section 3. Command Approval (O6 or equivalent)	
<p>a. I <input type="radio"/> approve <input type="radio"/> disapprove this employee's request for deployment.</p> <p>b. If the organization intends to deny this request for deployment, an official memorandum with solid justification must accompany this form. The justification must explain the negative impact to the organization's mission, if the employee were permitted to deploy.</p>	
Approving Official Signature & Date:	
Section 4. Deployment Coordinator Endorsement	
<p>a. I have been notified of the employee's request for deployment</p> <p>b. I have verified that the information in this form is correct and proper approval and/or endorsements have been obtained. This information will be forwarded to AG-1 CP for further processing.</p>	
Command/Organization Deployment Coordinator Signature & Date:	
AG-1 CP Benefits, Compensation & Deployments Division Specialist Signature & Date:	

20 September 2018, previous versions are obsolete

Figure 2-1 – Army Expeditionary Civilian Workforce Request for Deployment (RFD) Application

Appendix A **References**

Section I

Publications referenced in or related to this publication

Army Regulation 690-11

Use and Management of Civilian Personnel in Support of Military Contingency Operations, dated May 26, 2004

DA Personal Policy Guidance, Department of Army Personnel Policy Guidance (PPG) in Support of Contingency Operations, dated August 9, 2013

DAPE-CPP Memo, Subject: 2017 Support for Civilian Personnel Requirement in Afghanistan, dated January 26, 2017

DoD, DSD, Subject: Support for Civilian Personnel Requirements in Afghanistan, dated, January 23, 2018

DoD, OUSD, Memo, Subject: Directive-type Memorandum (DTM)-17-004

Department of Defense Expeditionary Civilian Workforce, dated January 25, 2017, Incorporating Change 2, Effective January 2, 2019

Section II

Forms referenced in or related to this publication

Army Expeditionary Civilian Workforce Request for Deployment (RFD) Application

Appendix B
Glossary

Abbreviations

AG1-CP

Assistant G-1 for Civilian Personnel

BN

Battalion

DoD

Department of Defense

ECW

Expeditionary Civilian Workforce

FAO

Fund Approving Official

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

MEPS

Military Entrance Processing Station

OCO

Overseas Contingency Operations (OCO)

RFD

Request for Deployment

USD (P&R)

Under Secretary of Defense (for Personnel and Readiness)

USMEPCOM

United States Military Entrance Processing Command