

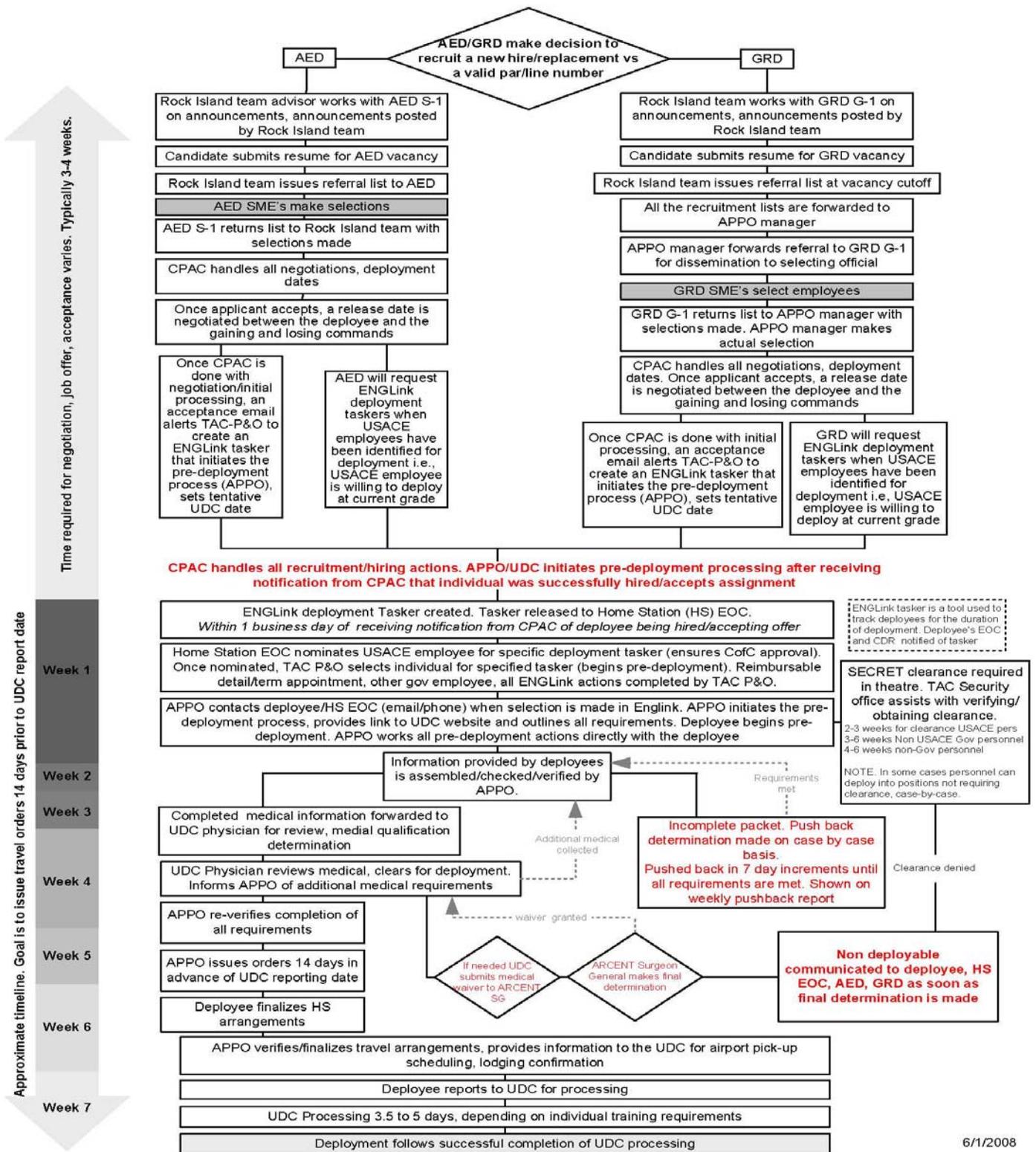
USACE DEPLOYMENT CENTER (UDC) ADMINISTRATIVE PERSONNEL PROCESSING OFFICE (APPO)



Processes and Information

Chart illustrates the process currently used to hire and process personnel for deployment into AED and GRD. The steps and actions illustrated are generalized, the chart is designed to illustrate the approximate timeline currently required.

AED/GRD HIRING and PRE-DEPLOYMENT PROCESS. Updated 1 June 2008



7/8/2008

Deployment Cycle Overview

The UDC operates weekly on a Monday through Thursday training schedule. During their stay at the UDC, personnel are provided all transportation and are lodged in local hotels. Deploying personnel arrive one day before the UDC processing begins (typically arriving on Sunday). Transportation from the airport is pre-arranged. Deployees are picked up the following morning at their hotel by the UDC drivers and are transported to the Center for processing. Pick up times are communicated to deployees before they depart home station and detailed instructions are posted on the UDC website.

Day One:

- Welcome briefing by the TAC Commander and orientation on the upcoming activities and training.
- Personnel are divided among several stations completing final medical review with UDC physician, uniforms equipment, overseas Common Access Card local area network accounts and passwords required in the AOR are issued.
- Deployees receive various briefings and training required for deployment into the CENTCOM AOR.

Day Two:

- Mandatory briefings required by Department of Army, Personnel Policy Guidance, US Central Command and USACE.
- Additional deployment information and guidance from AED and GRD
- Region-specific training on timekeeping, benefits, familiarization with USACE personnel policies and theatre-specific information.
- Time with CPAC representatives to resolve any potential pay-related issues and clear up concerns and uncertainties related to the deployment.
- Deployees learn proper wear of Desert Combat Uniform and use of Individual Body Armor and Kevlar helmet.

Day Three:

- Common Tasks Training and GRD, AED specific instructions
- First Aid, M40 mask and AED/GRD reactionary drills.
- Force protection, AFTP briefing and protective action drills.
- Opportunity to follow up on any outstanding personnel or finance issues.

Day Four:

- Mission specific refresher training relevant to their assignments at AED and GRD.
- Remaining issues are addressed.
- UDC staff conducts end-of-cycle after action review and provides travel related briefings and information.
- Upon completion, deploying personnel return to their hotels for checkout and final assembly. UDC provides the transportation to the departure airports.

TAC's Reachback Support

The summary of eachback support TAC provides to AED and GRD is laid out chronologically from pre- to post-deployment.

A. Pre-deployment and Deployment:

i. Administrative Personnel Processing Office (APPO)

- Pre-deployment requirements and processing assistance
- Providing travel vouchers/orders

- **ii. Civilian Personnel Advisory Center (CPAC)** Processing/providing referral lists
- Processing offers & TCS orders

iii. Security

- Background checks, interim clearances, assistance with obtaining clearances, resolving issues

iv. Logistics

- Passports/visas/country clearances, travel arrangements

v. USACE Deployment Center (UDC)

- Training, equipment, medical screening and deployment certification

B. In-Theater Reachback Support:

i. Program Management

- FMS case processing
- Planning/programming/contracting advice
- Primary POC with ACC
- P2
- Contract package prep/development of SOW
- Evaluation of proposals

ii. Engineering

- Design/Engineering
- Development of SOW and contract tech pkgs
- Response to tech questions
- Design submittal reviews
- Master plans and studies
- Cost engineering, including 1391 reviews

iii. Contracting

- Awards
- SSEBs
- Closeout of old contracts/task orders

iv. Resource Management

- CEFMS database management
- Advice and consultation
- Acceptance of funding

v. TAC's Equal Opportunity Office, Public Affairs, Safety, Internal Review, and Office of Counsel offer consultation and support.

vi. APPO (P&O)

- Travel orders, time and attendance, travel arrangements, vouchers, HR issues

vii. UDC (P&O)

- CTA50 replacement, special needs items

viii. Plans and Operations

- Operational support

ix. Logistics

- Logistical support, local purchases, supplies shipment and coordination

x. Information Management

- Network support
- Equipment purchase, configuration and assistance
- Satellite communication
- Troubleshooting

C. Post Deployment Support

i. UDC

- Post deployment processing
- Post Deployment Health Re-Assessment (PDHRA)

ii. APPO

- Final travel arrangements
- HR out-processing from AED/GRD rolls
- Final voucher