



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

JUN 14 2005

CEMP-IG (12-8b)

MEMORANDUM FOR COMMANDERS/DIRECTORS/USACE COMMANDS

SUBJECT: POLICY MEMORANDUM 4 - USACE Global War On Terrorism (GWOT)
Deployment Funding

1. REFERENCE: ASA-FM message, 4 February 2005, Army FY05 Financial Management Guidance in Support of Contingency Operations.
2. PURPOSE: To issue USACE policy for the funding of expenses for USACE civilian employees deployed to the Gulf Region Division (GRD) and the Afghanistan Engineer District (AED). This policy covers both the funding and reimbursement of expenses incurred by the employees deployed and the USACE organizations providing deployment processing support.
3. BACKGROUND: Army policy (referenced message) is to provide reimbursement for additional costs that are incurred as a direct result of GWOT that would not otherwise be incurred. USACE policy is consistent with Army policy. This policy ensures fiscal laws are followed and proper appropriations are charged for deployment expenses.
4. GENERAL GUIDANCE: A limit of 40 hours is established for the processing time of each USACE civilian employee deployed to GRD and AED. This time limit excludes USACE Deployment Center (UDC) processing and the travel time to the UDC location or to GRD and AED. The 40 hour limit includes the employee's time to process as well as the direct labor charges for the district/Field Operating Activity (FOA) administrative processing time. Applicable overhead will be applied for direct labor charges and time (e.g. one hour, 15 minutes, etc.) will be charged in accordance with direct labor charge procedures of the local district/FOA. All labor deployment processing time must be recorded in CEFMS using actual time for processing. If processing time is less than 40 hours, reimbursement will be for the lesser time actually used. Military funded Major Subordinate Commands (MSCs) and HQ activities will utilize their OMA funds for pre-deployment processing and charge only additional expenses, such as required overtime. Districts/FOAs and Mississippi Valley Division will record all expenses in CEFMS for funding from GRD and AED. Having one district responsible for GWOT deployment processing within each division is encouraged in accordance with USACE 2012 and regional business operations.

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5. Reimbursable Expenses for GWOT Deployment:

a. Labor: Hours expended during pre-deployment activities by both the employee and the staff from the district or FOA will not exceed a combined total of 40 hours per employee. Requirements that exceed 40 hours per employee must be requested on an exception basis to GRD and AED Resource Management Officers and will not be approved without acceptable reasons. Requests for exceptions will be made before incurring labor charges exceeding 40 hours.

b. Medical: A physical exam, including urinalysis, vision screening, auditory screening and blood analysis.

c. Dental: Panorex x-rays and screening, but does not include cleaning or any other required dental work.

d. Passport: Passport photos and the cost of expediting the processing of an Official passport (maroon). It does not include the cost for a second passport (such as a blue Tourist passport). When an employee has sufficient time to request an Official passport through the normal channels, expediting charges will not be paid. If the Official passport is delayed in processing by the State Department, an employee may be reimbursed for a Tourist passport with prior approval by the Transatlantic Programs Center Emergency Operations Center (TAC EOC) chief or the UDC manager.

e. Immunizations: Any required immunizations should be given at the home duty station and are reimbursable. Any immunizations in a series can be given at UDC and completed at the clinics in Iraq and Afghanistan. If immunizations such as Hepatitis A/B and anthrax are not completed upon a deployee's return to his home station, GRD or AED will pay to complete the shot series.

f. Medical exams upon redeploying: Prior to return to home duty station, employees will out process through medical clinics in Iraq and Afghanistan for medical screening. Also, additional medical information is collected from each employee at the UDC. Any additional treatment or tests required as a result of this medical screening will be an expense of GRD or AED, if not covered by Workman's Compensation.

g. Overhead charges on the direct labor of technical organizations: Applicable overhead including General and Administrative (G&A) and Departmental Overhead will be charged to the direct labor of technical organization employees providing deployment processing support. This generally applies to the EOCs.

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6. Non-Reimbursable Expenses for GWOT Deployments:

a. Eye Doctor: Exams and eyewear are not reimbursable.

b. Clothing and Equipment: Employees and districts/FOAs are not authorized to purchase clothing and equipment and will not be reimbursed. All necessary clothing and equipment will be issued by the UDC, Reception, Stage and Onward Integration (RSOI) station, or by GRD and AED. The current UDC authorized clothing and equipment list is enclosed. The website for UDC is: <http://www.tac.usace.army.mil/deploymentcenter>. It includes updates to the authorized clothing and equipment list. CEMP-IG is responsible for ensuring that the clothing and equipment list is updated and will review it quarterly.

c. Direct charges by overhead organizations (Contracting, Counsel, Safety, etc.): Direct labor charges by overhead organizations are not authorized. They are covered by the application of overhead on the direct labor charged by technical organizations in deployment processing. Recruiting, tracking and other support of deployed personnel is an overhead activity and is included in the regional (or local) overhead accounts.

7. Deployment Funding and Reimbursement Procedures:

a. GRD and AED will provide, to the fullest extent possible, quarterly funding for districts and FOAs deploying personnel based on planned deployments for each quarter. All districts and FOAs should request funds in advance for each quarter with the full name of each employee, GS grade/step, UDC dates and a breakout of expenses with the number of hours requested, labor rate, and the breakout of medical expenses (physical), dental, passport, and immunizations.

b. GRD and AED will provide funding in advance for each quarter or as reimbursement to the district/FOA following deployment.

c. Final funding for each employee's deployment will be paid by GRD and AED based on CEFMS data from travel vouchers and billings from districts and FOAs in accordance with the USACE policy specified above.

d. If an employee begins the deployment process, but is not deployable (i.e. UDC rejects at medical screening), through no fault of their own, their home duty station is responsible for actual expenses incurred. GRD/AED is responsible for travel to and from the UDC.

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e. External appointees (non-federal government) will follow the above policy with reimbursement provided directly by GRD/AED or TAC. If not deployable and expenses have been incurred, reimbursement will be made by GRD/AED unless the employee is on TAC rolls, in which case TAC will reimburse. Employees hired from other federal agencies are subject to the policies outlined above.

f. In accordance with OPORD 03-04, Far East District (POF) and Japan District (POJ) deployed employees will remain on their District's CEFMS database and DFAS – Charleston payroll office/database. POF and POJ employees returning to Korea and Japan at the completion of their deployments will deploy in a TDY status, regardless of the deployment period. GRD and AED will provide labor funding only to POF and POJ for employees deployed to support GWOT.

g. Requests for funding not in compliance with this policy will be submitted to CEMP-IG for final decision.

8. POC for this memorandum is Kenneth Littlefield, CEMP-IG at (202) 761-1260.

Encl



CARL A. STROCK
Lieutenant General, USA
Commanding

Organizational Clothing and Equipment requirement Dec. 04

		Auth/Alw
EVERYONE		
BAG, BARRACKS		2
BAG, DUFFLE		2
BODY, ARMOR		1
CASE, FIELD FIRST AID W/DRESSING		1
COVER, HELMET		1
GLOVES, YEAR ROUND, FIRE RETARD		1
HELMET, KEVLAR		1
MASK, PRO M40		1
SLEEPING BAG, INTER		1
SLEEP SYSTEM GORTEX		1
LINER PONCHO		1
STRIKE PLATES		2
BELT, TROUSERS		1
BOOTS, HOT WEATHER		2
BUCKLE, BLACK TROUSERS		1
COAT, HOT WEATHER DCU		4
CAP, BASEBALL DCU		1
HAT, BOONIE DCU		1
NECK GAITER		1
PARKA, GORTEX DCU		1
TROUSERS, HOT WEATHER DCU		4
SOCKS		6
UNDIRSHIRT, BROWN		6
GOGGLES		1
SAFETY GLASSES		1
EAR PLUGS WITH NBC CASE		1
BOOTS, OVERSHOE RUBBER		1
INSECT REPELLANT		1
SUNSCREEN		1
LIP BALM		2
WILEY X GLASSES		1
CAMEL BACK		1
BOOTS STEEL TOED		1
SEASONAL, IF IN THEATRE DURNING THIS TIME		
BOOTS, COLD WEATHER	OCT-MAR	1
CAP, KNIT WOOL	OCT-MAR	1
GLOVES, GORTEX	OCT-MAR	1
TROUSERS, GORTEX DCU	OCT-MAR	1
TROUSERS, POLY PRO	OCT-MAR	2
SHIRT, POLY PRO	OCT-MAR	2
SHIRT, FLEECE, BLACK	OCT-MAR	1
MILITARY ONLY		
BELT, INDIVIDUAL EQUIPMENT	MIL ONLY	1
CLEANING KIT M16/9MM	MIL ONLY	1
CASE, SMALL ARMS M16	MIL ONLY	2
POCKET AMMO 9MM	MIL ONLY	2
COAT, JLIST	MIL ONLY	1
TROUSERS, JLIST	MIL ONLY	1
GLOVES CHEMICAL	MIL ONLY	1
MAGAZINE 9MM	MIL ONLY	3
MAGAZINE M16	MIL ONLY	7
HOLSTER 9MM	MIL ONLY	1
TRAVEL CASE M16 W/3 LOCKS	MIL ONLY	1
TRAVEL CASE 9MM W/2 LOCKS	MIL ONLY	1
VEST LOAD BEARING	MIL ONLY	1

Issued to military and everyone out on project sites

DISREGARD STEEL TOED BOOTS

Issued to military and everyone out on project sites

Issued to everyone out on project sites

Issued to everyone out on project sites

Issued with summer boots, total 2 pr