

**GULF REGION DIVISION (GRD)
POLICY ON
REIMBURSABLE EXPENSES FOR PRE-DEPLOYMENT**

The USACE Divisions and District Offices play an integral part in assisting the GRD to staff the important mission in Iraq. Employees volunteering to deploy are required to meet certain security, medical and dental criteria. The local Emergency Operation Centers are tasked with guiding and directing the employees to accomplish all of the requirements for a smooth transition to their tour in Iraq. The funding for most of these actions is reimbursable to the Divisions and Districts by GRD. The process for requesting pre-deployment funds for Division/District employees follows and included are items that are reimbursable and items that the employee is responsible for when they volunteer for this mission.

The Division Headquarters and each District in GRD is financially responsible for the deployment costs of employees volunteering for work in their area. Therefore, it is imperative that all information is provided to assure that costs are applied correctly. The following information is essential:

Full Name of Employee:
Employee's home org code:
GRD District:
Breakout of Expenses:
Labor estimate:
Medical:
Passport:
UDC Date:

When notified of selection for a position in GRD or one of its districts please have your EOC contact Carrie Loy at 540-665-1215 Carrie.R.Loy@usace.army.mil with labor estimates for pre-deployment. She will need home org code and labor cost estimates. Once this is received she will process a cross charging labor code and you will be notified of what it is.

Reimbursable/ Non-reimbursable Expenses:

1. Labor - Each employee will receive 32 hours for the purpose of pre-deployment. This should cover time for training and medical

appointments. Travel to a military installation is not required for medical exams. An employee can utilize their family physician if they choose.

2. Medical - Physical exam, urinalysis, blood analysis (includes testing for HIV) and auditory screening.
3. Dental - Exam only, DOES NOT include cleaning or any other dental work required. Dental facilities are not available in Iraq for **routine** cleaning and dental treatment. It is the employee's responsibility to ensure they have good dental health before deploying.
4. Passport - Includes passport photos and the cost of expediting the processing of a passport.
5. Eye Doctor - **Not** reimbursable including glasses or prescription sunglasses.
6. Immunizations - Shots are available at the UDC and any series that are started can be completed in Iraq at one of the health clinics. **Anthrax is mandatory for deployment.**
7. Medical Exams upon Redeploying - Medical treatment is not routinely required upon redeployment. If you are injured while in Iraq you will need to ensure you complete a CA-1 for workman's comp. All employees are to out process through the UDC for medical screening and a tuberculosis (TB) test will also be administered at the UDC.
8. Miscellaneous items suggested for deployment are optional and these items are a personal expense to the employee and are not reimbursed by GRD.

Before incurring any cost that could be questionable, please ask first if it is allowable because it could be an expense that it not reimbursable.

If there are additional questions or concerns regarding this policy, please contact Phyllis Ritchie, Finance & Accounting Officer for GRD Phyllis.Ritchie@usace.army.mil or call 540-665-3728.

APPROVED FOR DISTRIBUTION

Billie Jo Fagan, Director, Resource Management Office