

**DoD EXPEDITIONARY CIVILIAN AGREEMENT
EMERGENCY-ESSENTIAL POSITIONS AND NON-COMBAT ESSENTIAL POSITIONS**

Civilian employees are asked to perform operational mission functions in locations and positions away from their normal workplace. DoD Expeditionary Civilians are prepared to respond to requirements in support of combat operations, expeditionary or contingency operations consistent with DTM-17-004, DoD Expeditionary Civilian Workforce

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1580, Emergency-Essential Employees; DTM-17-004, DoD Expeditionary Civilian Workforce

PRINCIPAL PURPOSE(S): To document an employee's agreement to the requirements associated with designation as an Emergency-Essential or Non-Combat Essential DoD Expeditionary Civilian. This information is stored in the Defense Civilian Personnel Data System (DCPDS)

(<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570697/dpr-34-dod.aspx>)

and the Official Personnel File (OPF)

(<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570733/opmgovt-1.aspx>).

ROUTINE USE(S): There are no specific routine uses for the information contained on this form. Any general routine uses are associated with the Systems of Record indicated above.

DISCLOSURE: Voluntary; however, failure to provide the information may be cause for non-selection, reassignment or separation of the individual from Federal Service.

SECTION A - EMPLOYEE IDENTIFICATION

1. TYPED NAME (*Last, First, Middle Initial*)

SECTION B - POSITION IDENTIFICATION

2. ORGANIZATION NAME

3. POSITION NUMBER

4. POSITION TITLE

5. SERIES

6. PAY PLAN

7. GRADE

SECTION C - SUPERVISOR'S STATEMENT: EMERGENCY-ESSENTIAL AND NON-COMBAT ESSENTIAL POSITIONS

8. The position identified above is: (*X as applicable*)

☐ E-E, consistent with the definitions in 10 U.S.C 1580 and DTM-17-004 (See Definitions and Terms and Conditions for E-E positions)

☐ NCE, consistent with the definitions in DTM-17-004 (See Definitions and Terms and Conditions for NCE Positions)

9. SUPERVISOR

a. TYPED NAME (*Last, First, Middle Initial*)

b. TITLE

c. SIGNATURE

d. DATE SIGNED (*YYYYMMDD*)

SECTION D - EMPLOYEE'S AGREEMENT

10. I HAVE READ this agreement. I understand and agree:

a. To perform duties and responsibilities as an E-E employee and/or NCE employee consistent with DTM-17-004.

b. Failure to execute this agreement, failure to meet the conditions of employment of this position, or failure to perform the duties of this position in the event of contingency or an emergency may result in appropriate personnel actions including non-selection, reassignment and separation from Federal Service.

11. EMPLOYEE SIGNATURE

12. DATE SIGNED (*YYYYMMDD*)

SECTION E - DEFINITIONS

Emergency-Essential (E-E) Position: Consistent with 10 U.S.C. 1580 and DTM-17-004, DoD Expeditionary Civilian Workforce, a position-based designation for any DoD employee whose positional duties meet the following criteria: (1) It is the duty of the employee to provide immediate and continuing support for combat operations or to support maintenance and repair of combat essential systems of the armed forces. (2) It is necessary for the employee to perform that duty in a combat zone after the evacuation of nonessential personnel, including any dependents of members of the armed forces, from the zone in connection with a war, a national emergency declared by Congress or the President, or the commencement of combat operations of the armed forces in the zone. (3) It is impracticable to convert the employee's position to a position authorized to be filled by a member of the armed forces because of a necessity for that duty to be performed without interruption. E-E positions are designated as Key Positions as defined below.

Non-Combat Essential (NCE) Position: Consistent with DTM-17-004, DoD Expeditionary Civilian Workforce, a position-based designation to support expeditionary or contingency requirements in other than combat or combat support situations. NCE positions are designated as Key Positions as defined below.

DoD Expeditionary Civilians: DoD civilians who provide essential capabilities at their assigned station, to include situations in which other civilians have evacuated, or while deployed away from their assigned station resulting from their E-E or NCE designations, and who are prepared, trained, cleared, equipped, and ready to deploy in support of combat operations by the military, contingency operations, emergency operations, humanitarian missions, disaster relief, restoration of order, drug interdiction, and/or stability operations of the DoD.

Key Position: A Federal position that shall not be vacated during a national emergency without seriously impairing the capability of the parent Federal Agency or office to function effectively, in accordance with DoD Directive 1200.07.

SECTION F - TERMS AND CONDITIONS FOR E-E AND NCE POSITIONS

- (1) As a condition of employment, executing this agreement is required when applying for a position designated as E-E and/or NCE. Employees encumbering a designated E-E or NCE position must execute this agreement as a condition of maintaining employment.
- (2) As an employee, my position is E-E and/or NCE and I may be retained in place after other non-combatants are evacuated or may be deployed worldwide to perform functions critical to accomplishing operational missions.
- (3) If I am a current member of the Ready Reserve, I understand that as an E-E or NCE, I may be ineligible from participating in the Ready Reserve. I must notify my servicing military personnel center of my acceptance of this E-E or NCE position.

Suitability:

- (1) I acknowledge that in accordance with DTM-17-004, DoD will ensure that expeditionary civilians have the related competencies, skills, abilities, and medical and psychological fitness to be successful in high pressure and austere operational environments. Furthermore, I will be working as part of a Total Force integrated team (military, contractor, Federal civilian and foreign national personnel), delivering results as a measure of successful job performance, and demonstrating the highest professional and ethical behavior to maintain a deployment environment characterized by good order, discipline and conduct.
- (2) I understand that for this position, the ability to be deployed worldwide is, in general, a condition of employment. While an individualized assessment based on my medical condition and the particular job duties of the deployed position must still be undertaken, I must be able to meet the medical requirements of the designated deployed environment to the same extent as that required of a deploying military member.
- (3) I must maintain current/valid administrative documents, security clearances, current family care plan as applicable under DoDI 1342.19 and a Record of Emergency Data (DD Form 93).

Deployment:

- (1) If deployed, I understand force health protection pre- and post-deployment health assessments, health assessment information, and procedures for deployment health activities such as submission of health assessment information to the Defense Surveillance System may also be required in accordance with DoDI 6490.03 or other deployment health policy.
- (2) While deployed, I will serve under the Combatant Commander's authority, direction, and control of the area in which I serve. I may be subject to the Uniform Code of Military Justice and/or may be subject to prosecution under the Military Extraterritorial Jurisdiction Act.