

STATEMENT OF UNDERSTANDING
Army Expeditionary Civilian Workforce (AECW)
Deployment

1. This Statement of Understanding (SOU) provides documentation of acceptance of the voluntary AECW deployment opportunity and understanding of the conditions of deployment. Please read each condition carefully. You must check each condition and sign this SOU on page 2 at the provided signature block. Failure to initial each condition of deployment and/or failure to sign the SOU will disqualify you from deploying.
2. I accept the AECW deployment as specified on my notification memo from AECW and accept all of the following conditions of deployment:

General:

I understand that my position of record and grade will not change during the deployment and that there are no promotions or changes to lower grade.

I understand that the deployed housing will be in “field conditions” which could consist of shared barracks, quarters, or tents, with common area restroom/shower facilities that may be in a different building. I also understand that my living conditions could change during my deployment. Government quarters in field conditions should be the expectation and will be used whenever available. If paid lodging is offered upfront, this will change to field conditions at whatever point government quarters become available.

Leave, Overtime, and Hours of Duty:

I understand that overtime is strictly based on mission needs of the deployed command. A minimum number of overtime hours is not guaranteed and any hours reported on the timesheet must be based on hours that were approved by the theater supervisor, with documentation of work requirements provided in writing.

I understand that unless my deployment tour is for 12 months, there is no expectation of being able to take annual leave. Tours of 12 months or more may have the option for leave or R&R, but this is subject to approval of the deployed organization, and must be consistent with mission requirements.

I understand that I must provide a written tour of duty to my home station timekeeper and supervisor (with a copy to the AECW HR Specialist) within 48 hours of arrival at the deployed location. I also understand that I must provide a manual timesheet, signed by the theater supervisor, to my home station supervisor with a copy to AECW, every 2 weeks.

Medical:

I understand that I must meet the medical screening requirements prior to being cleared for deployment, in accordance with the medical standards established by the combatant command (COCOM) for my deployed location.

I have reviewed the Combatant Command medical standards provided by the AECW HR Specialist. To the best of my knowledge, I do not have any medical conditions that would prohibit me from deploying. If unsure, contact the HR Specialist with any concerns.

Emergency Essential:

I understand that I must sign a DD Form 2365, which is an agreement to serve as an Emergency-Essential (E-E) employee during this deployment. Serving in an E-E capacity means that I agree to remain in an overseas location for the duration of my agreed-upon deployment tour, during times of conflict or combat as my position exists for the purpose of direct support to combat operations.

Remissioning, Extensions and Curtailments:

I understand that any requests for extension of my deployment assignment must be based on mission requirements, coordinated with AECW, and have the concurrence of my home station command.

I understand that the specific location of my deployment assignment could change as directed by theater needs.

I understand that the duration of my deployment has a Not To Exceed (NTE) date rather than a guaranteed length. The deployment can be curtailed sooner than the NTE date at the will of the theater organization or AECW, for various reasons to include change in mission requirements or reduction in funding. A curtailment may also be based on poor performance or misconduct.

I understand that I may request a voluntary curtailment to end my deployment early based on the death or medical emergency of an immediate family member (documented by a Red Cross message) or a medical emergency of myself. Dislike of work, housing conditions, or personal comfort do not constitute grounds for a voluntary curtailment request.

I understand that non-emergency voluntary curtailments could require that I repay the costs of training and travel that were incurred as a result of my deployment.

I understand that an involuntary curtailment of my TDY is not considered an adverse action. However, my home station command will be informed of any acts of misconduct that prompted a curtailment, and that my home station will be expected to review and make a determination if any follow-on action is warranted.

Union Representation and Grievances:

I understand that while I am deployed to an overseas Combatant Command in support of U.S. Forces engaged in combat, contingency, or other expeditionary missions, actions occurring in these locations are not covered by the Federal Labor Relations Program based on national security exclusions. As such, there is no entitlement to union representation while deployed and matters occurring in the deployed theater would be outside the scope of negotiated grievance procedures. Civilians deployed in these conditions will be coded as 8888, ineligible for bargaining unit coverage, for the duration of deployment. Upon return from deployment, the bargaining unit status (BUS) code would be changed to the appropriate code based on the employee's permanent position of record at home station.

I understand that since my application and acceptance of an AECW deployment is strictly voluntary and at my election, that any actions taken to change, curtail, or terminate my deployment assignment are excluded from the Administrative Grievance System (AGS) as these are considered actions taken under voluntary agreement entered into by an employee involving geographic relocation or return from an overseas assignment (reference Procedures, 2.b(7) of DoDI 1400.25 V 771, AGS).

Standards of Conduct:

I understand that consumption of alcohol is strictly prohibited for the duration of the deployment assignment unless the deployed command has a policy published in writing that allows alcohol under specific circumstances. Any violation will result in the immediate curtailment of my deployment and will be reported to my home station for further consideration of whether any follow-up action is warranted, to include possible disciplinary action.

I understand that I am a representative of the Department of the Army and the United States while serving overseas and as such, I will ensure my personal and professional actions are of the highest standards and reflect integrity, competency, and ethical behavior at all times. I understand that any incident involving me, or any action or behavior by me which create doubt in the ability to maintain a deployment environment characterized by good order, discipline, and conduct, may result in the immediate curtailment of my deployment.

3. By signing this SOU, I accept the AECW deployment as specified on my notification memo and agree to comply with all of the conditions of deployment listed above.

EMPLOYEE SIGNATURE:

DATE:

PRINTED NAME:

