

Overseas Contingency Operation Pre-Deployment Checklist

Volunteering for OCO Assignment

- Provide Resume in “Resume Builder” format
<http://www.armycivilianservice.com/> + DCA Request for Deployment form DCA-2009-02 to Emergency Management Office (EMO) Amy Hamilton x7801 or Jan Van Houten x7575.
- Those seeking a temporary promotion may apply for overseas positions via <http://www.armycivilianservice.com/>
- Update Personal Data Sheet in ENGLINK <https://englink.usace.army.mil> User ID & Oracle Password to gain access.
- Alert Supervisor you are volunteering for overseas deployment.
- Meet w/ Amy Hamilton, EMO, for program overview. Schedule via Outlook Calendar meeting request.
- Individual Terrorism Awareness Class (INTAC), a 7-day course in Winchester, VA, scheduled by Security, is a highly recommended course that helps to prepare you for an overseas assignment. Contact Jim Gorka x7087 if you are interested.

Selection for TDY

- Upon selection for position, an ENGLINK Tasker will be issued.
- Once you agree to Tasker/Position, you will be nominated and accepted in ENGLINK.
- EMO provides Deployment Guide.
- You will receive an e-mail appointing an Administrative POC (APPO) from Transatlantic Division, Middle East District (TAM). The Admin POC will assist you w/pre-deployment paperwork.
- EMO requests funding for labor for pre-deployment processing paperwork/medical exam. 40 Labor Hours are allotted per deployment.

Pre-Deployment Processing

- Checklist of Required Pre-Deployment Items found at TAM website, as well as all deployment information & links to AED/GRD.
<http://www.tam.usace.army.mil/UDC/index.asp>
 - * Permanent Corps employees select “USACE Civilians”
 - * Contractor employees select “New Hires”
- All Pre-Deployment paperwork should be scanned, saved to a folder on your computer, and sent to the TAM Admin POC.
- EMO will schedule & pay for your Pre-deployment Medical Exam w/UDC Medical Center, Kempsville.
- Medical Exam forms are located on the UDC site. Contact Gary “Kent” Balden (Occupation Health Representative) x7741, to ensure you have all required and up-to-date forms.

- Dental Exam must be scheduled w/personal dentist.
- Secret Security Clearance and CAC ID are obtained from Jim Gorka, x7087
- Blue Tourist Passport required. Apply for Tourist (Blue) Passport via <http://travel.state.gov/passport>. Keep receipts for reimbursement by UDC. Recommend Passport for PNOK (Primary Next of Kin).
- Follow Passport Instructions for “Official” Passport sent by your APPO. A VISA is also required for Afghanistan.
- Will and Power of Attorney – assistance may be obtained from Office of Counsel.
- After completion of all required Training, notify your POC in EMO. EMO will provide signed Training Completion Form to APPO.
- Job-specific training and cross-training opportunities should be discussed w/Deputy Commander and Immediate Supervisor.
 - COR Training.
 - Resident Office visits.
- Retain receipts for personal expenses (dental, passport, etc) for reimbursement from TAM. Expenses will be claimed on initial travel voucher.
- Make Travel Arrangements to TAM, Winchester VA (your APPO will provide specifics). Contact Carlson-Wagonlit Travel, Winchester Ofc, 540-665-3798

Family Readiness

- Meet w/Lois Wilkins, Family Readiness Coordinator, x7801.
- Meet w/District Commander, x7601. Photograph. (Lois Wilkins can arrange this meeting).
- Provide family & friends contact information.
- Complete ENG Form 6037, upload into ENGLink, and provide a copy to Lois Wilkins.
- Power of Attorney, Will, Legal Forms.
- District Sponsor.

Miscellaneous

- Upon Arrival overseas, send e-mail to CENAO-EOC to confirm “Safe Arrival.” Also, send “Mailing” address so we can mail items to you.
- While overseas, Contact CENAO-EOC or Lois Wilkins for support.
EOC Phone: 757-201-7575
Lois Wilkins Phone: 757-201-7801.